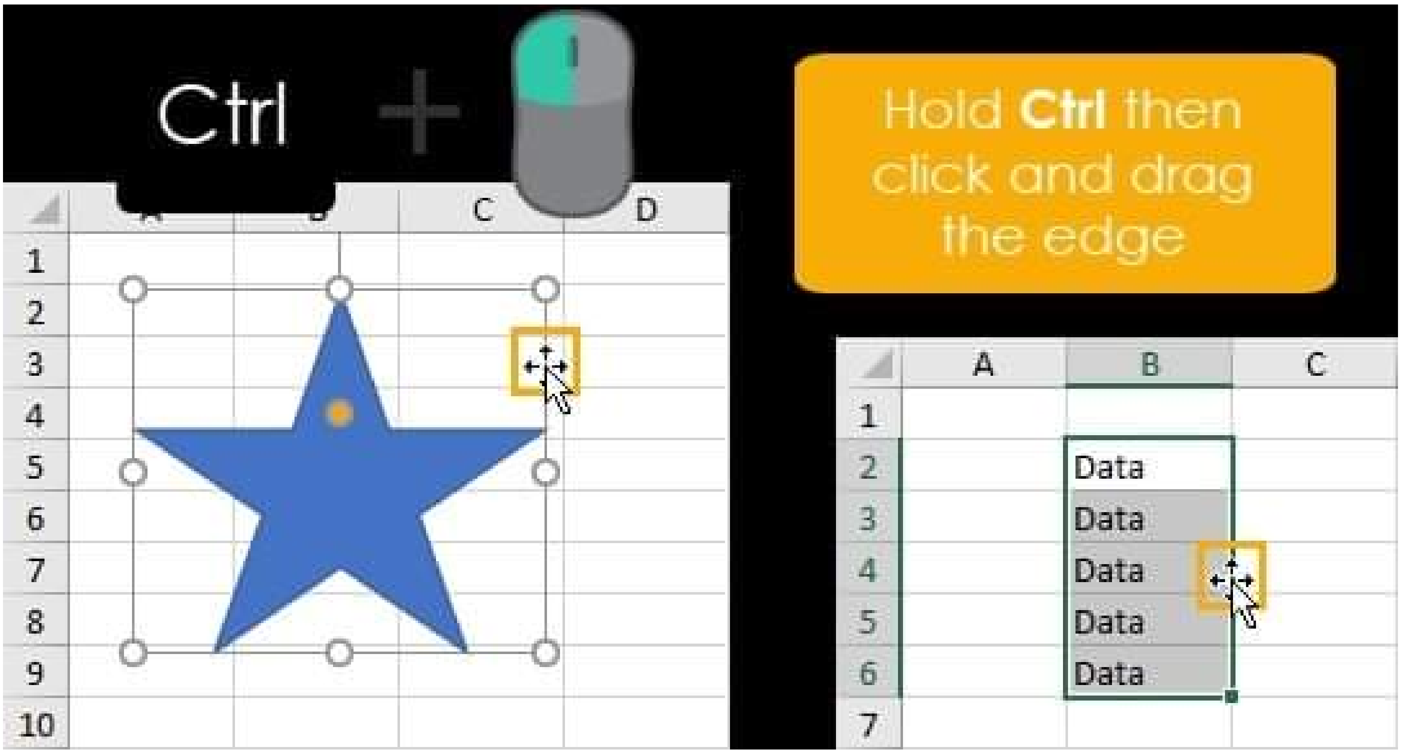
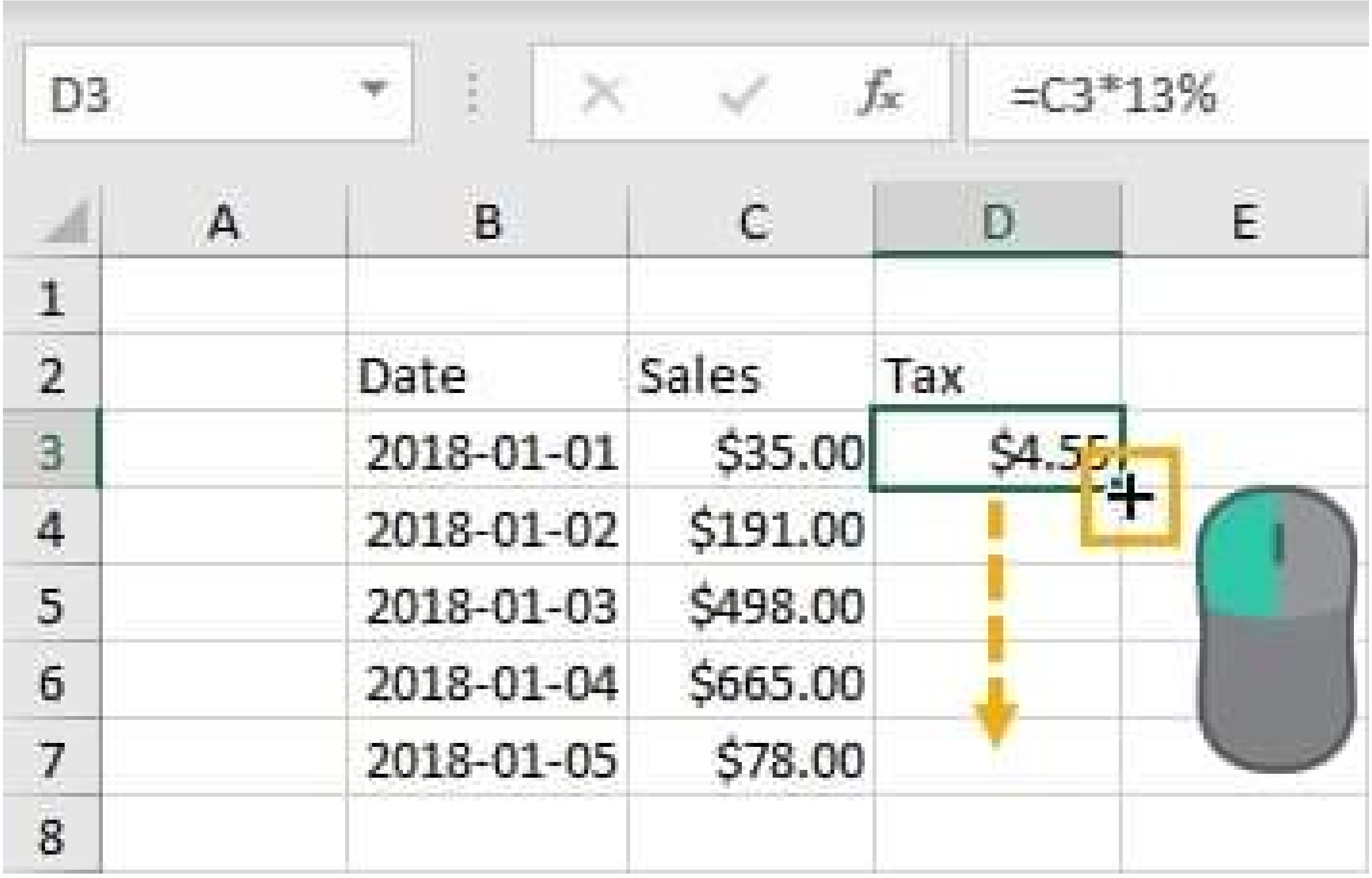
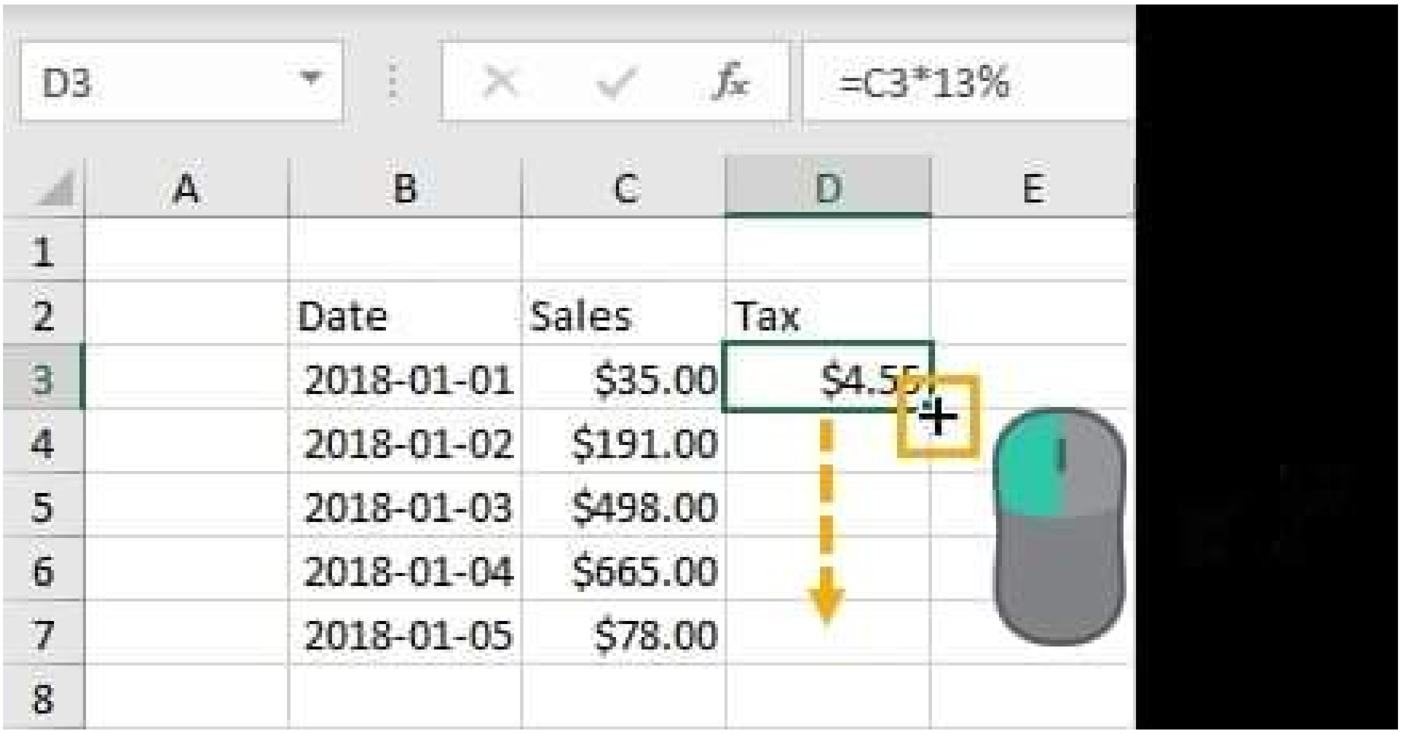
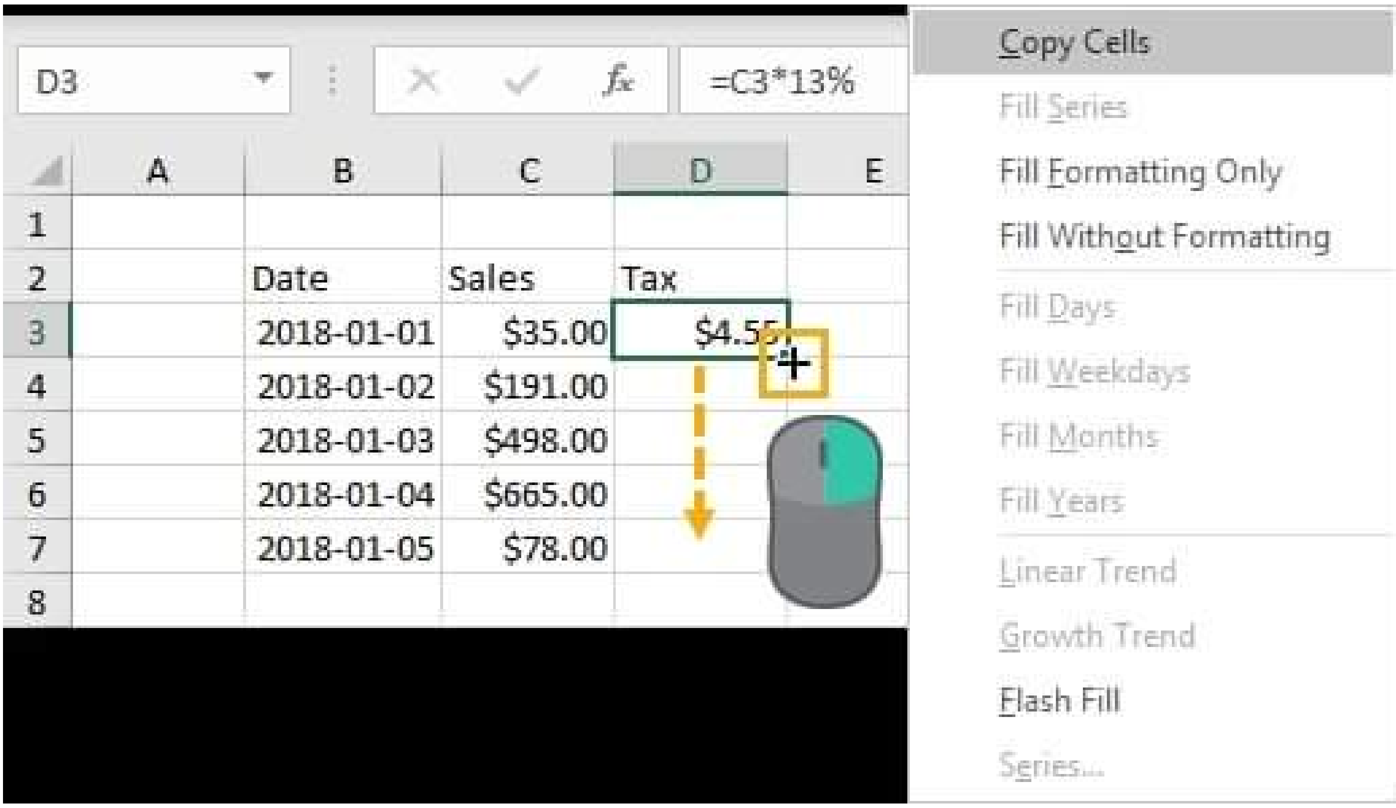
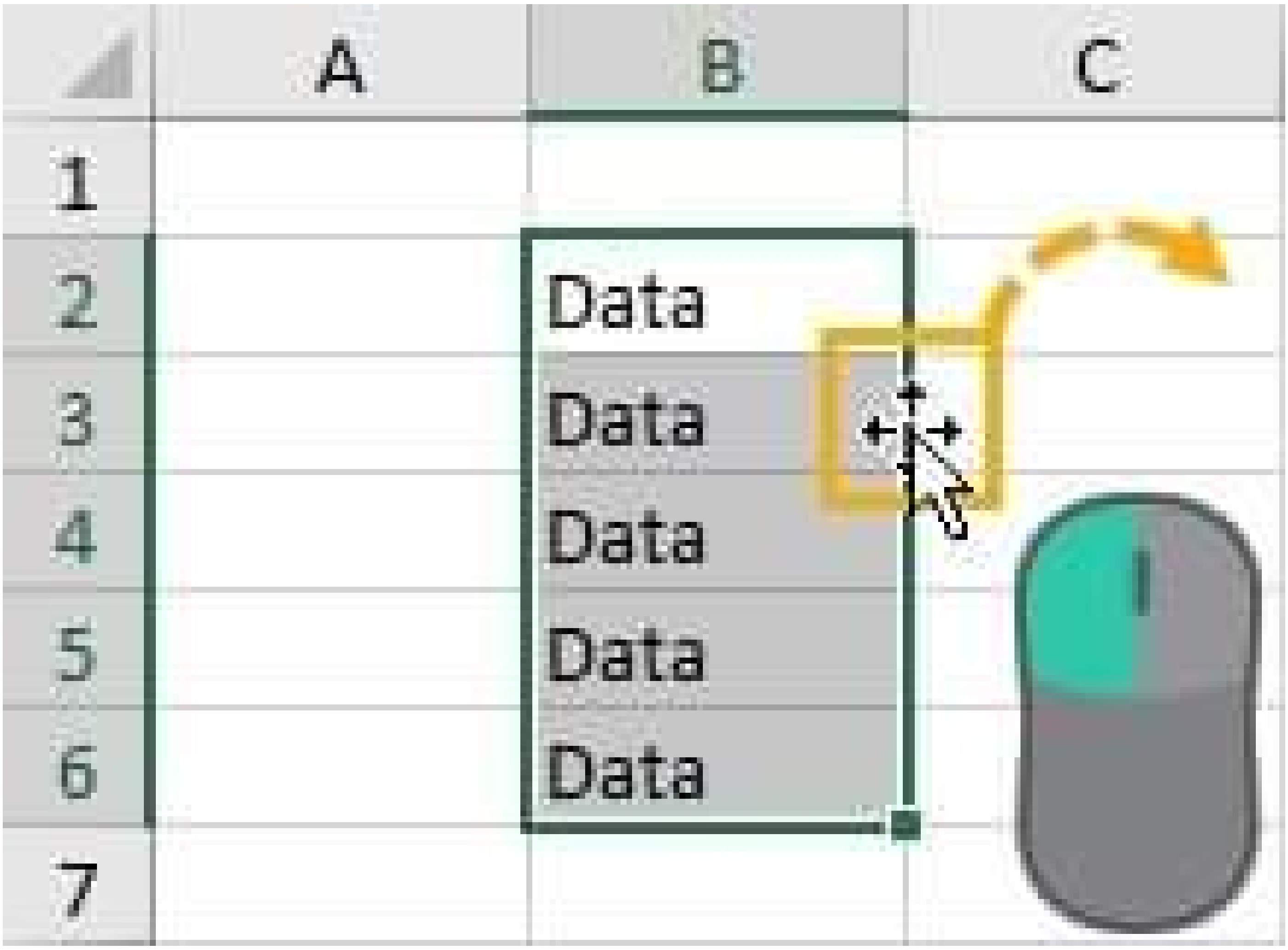
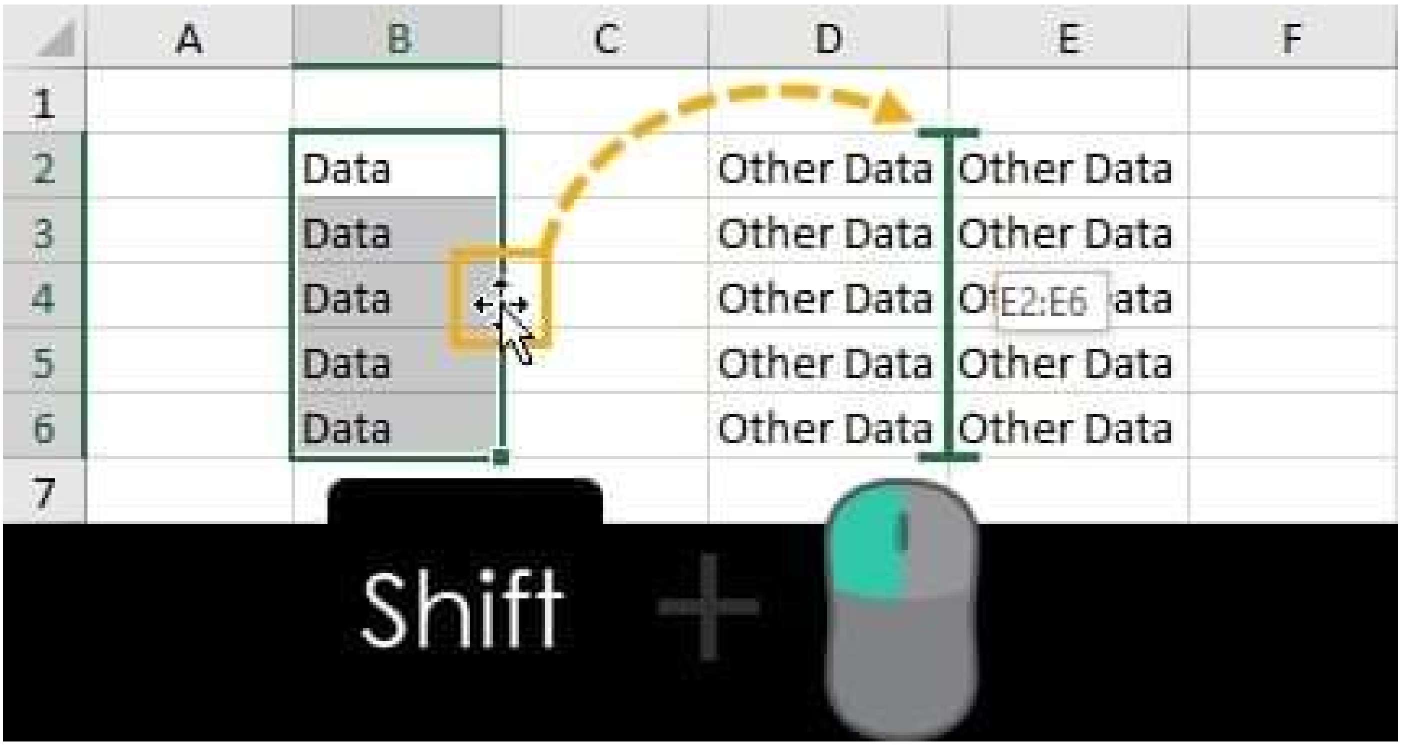

Ctrl
Hold **Ctrl** then click and drag the edge
Data
Data
Data
Data
Data


D3
=C3*13%
A
B
C
D
E
Date
Sales
Tax
2018-01-01
$35.00
2018-01-02
$191.00
2018-01-03
$498.00
2018-01-04
$665.00
2018-01-05
$78.00

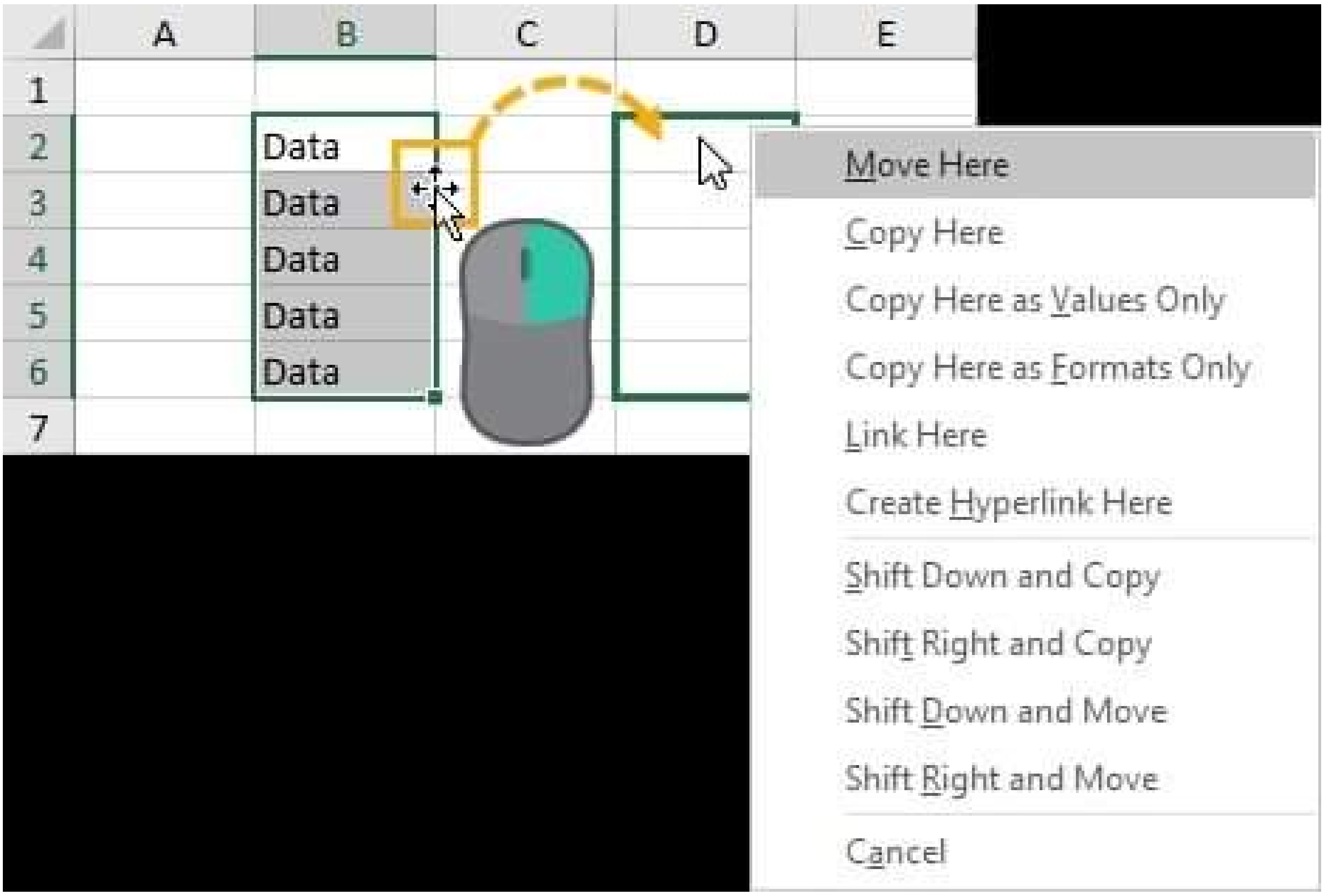

D3
=C3*13%
A B C D E
Date Sales Tax
2018-01-01 $35.00 $4.55
2018-01-02 $191.00
2018-01-03 $498.00
2018-01-04 $665.00
2018-01-05 $78.00

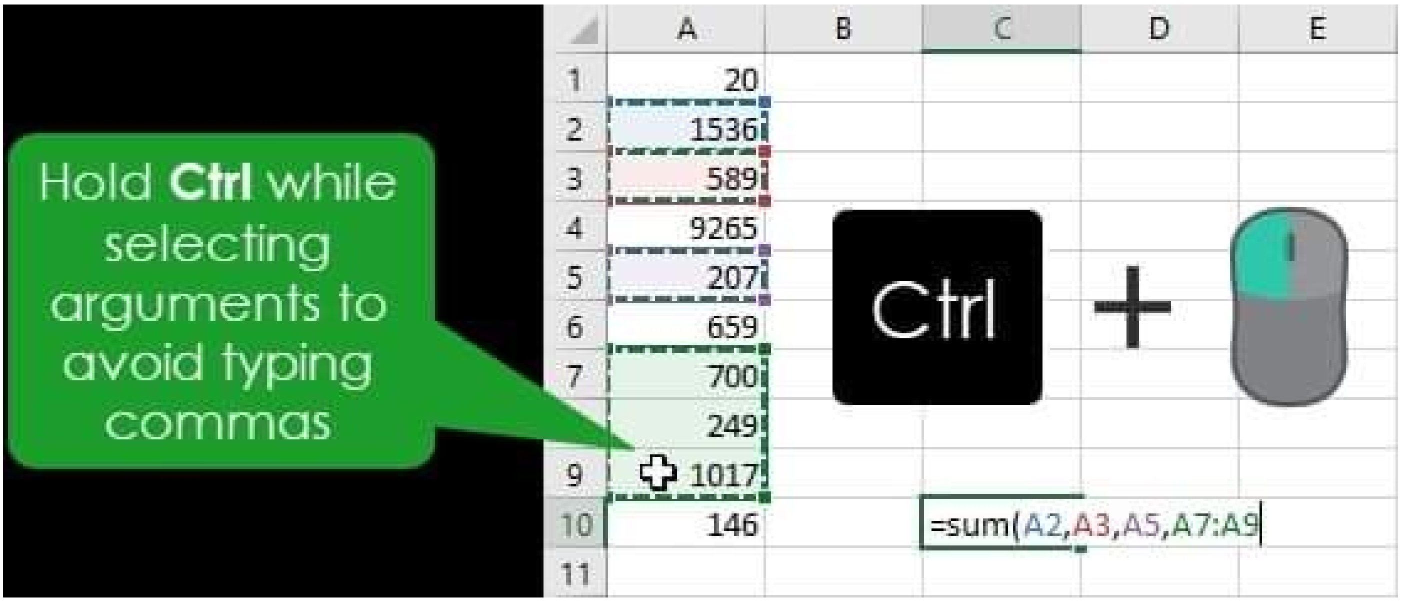

D3
=C3*13%
A
B
C
D
E
Date
Sales
Tax
2018-01-01
$35.00
$4.55
2018-01-02
$191.00
2018-01-03
$498.00
2018-01-04
$665.00
2018-01-05
$78.00
Copy Cells
Fill Series
Fill Formatting Only
Fill Without Formatting
Fill Days
Fill Weekdays
Fill Months
Fill Years
Linear Trend
Growth Trend
Flash Fill
Series...

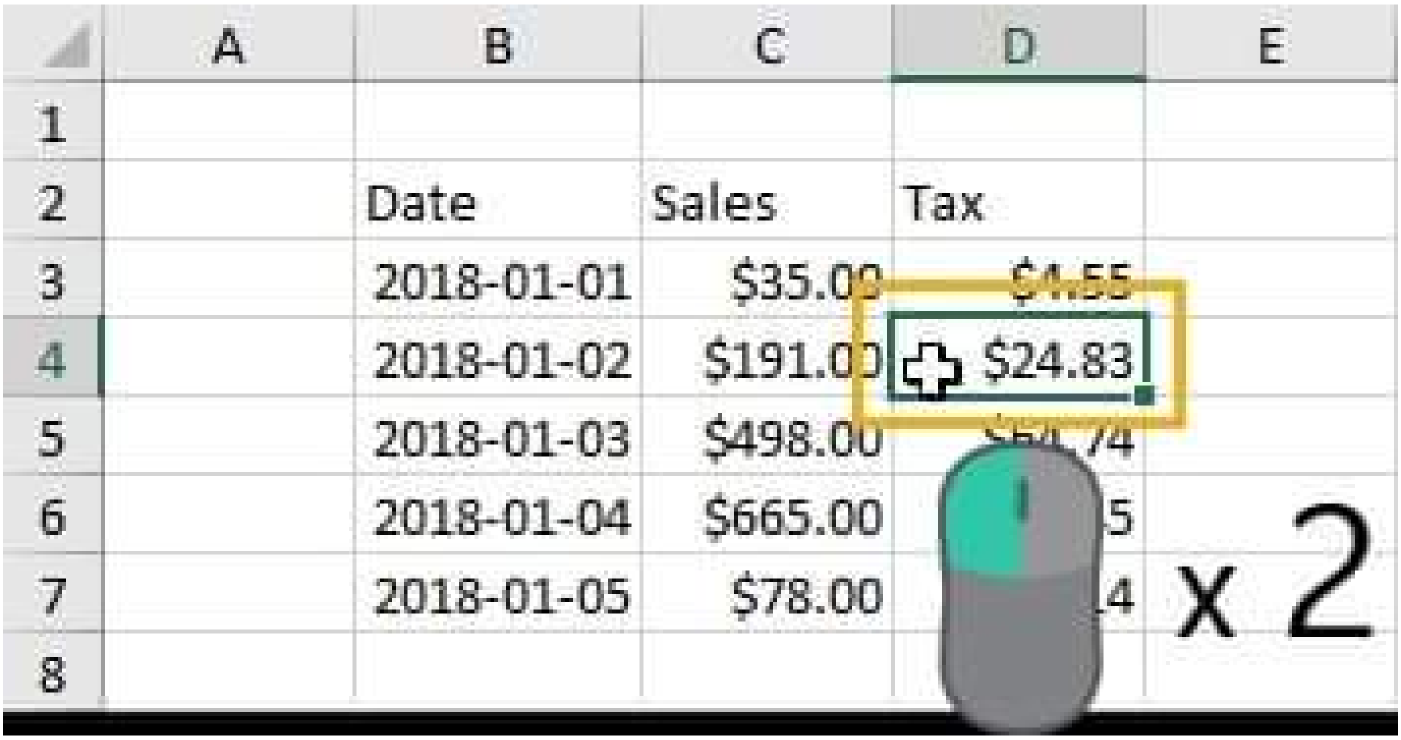

A
B
C
1
2
3
4
5
6
7
Data
Data
Data
Data
Data

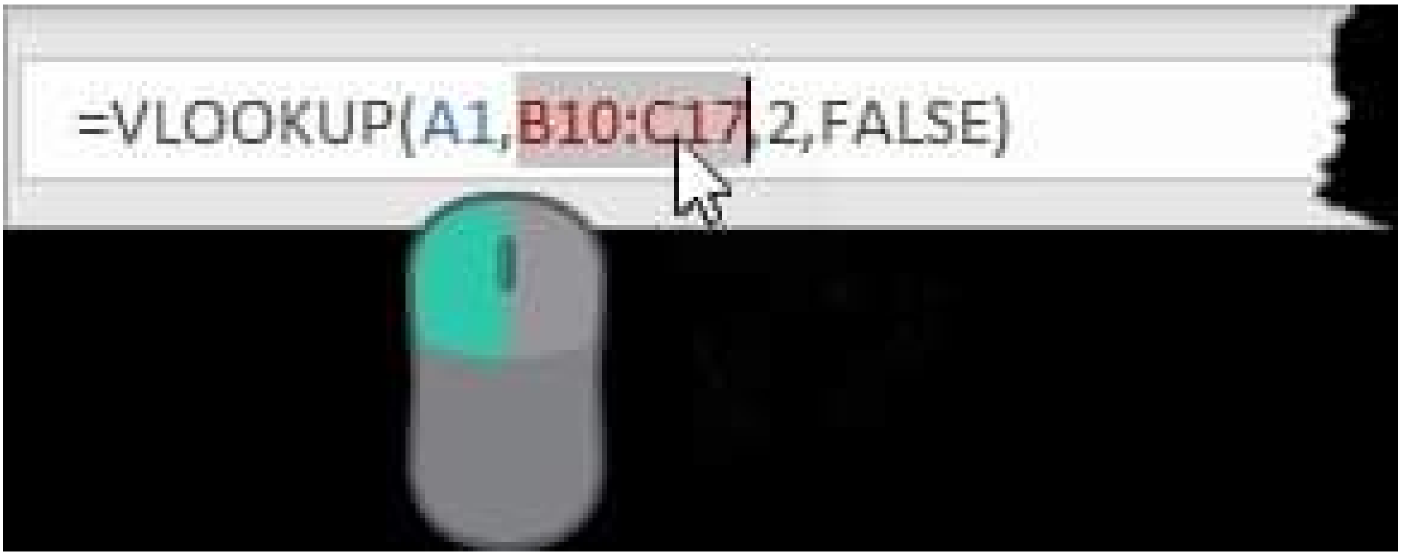


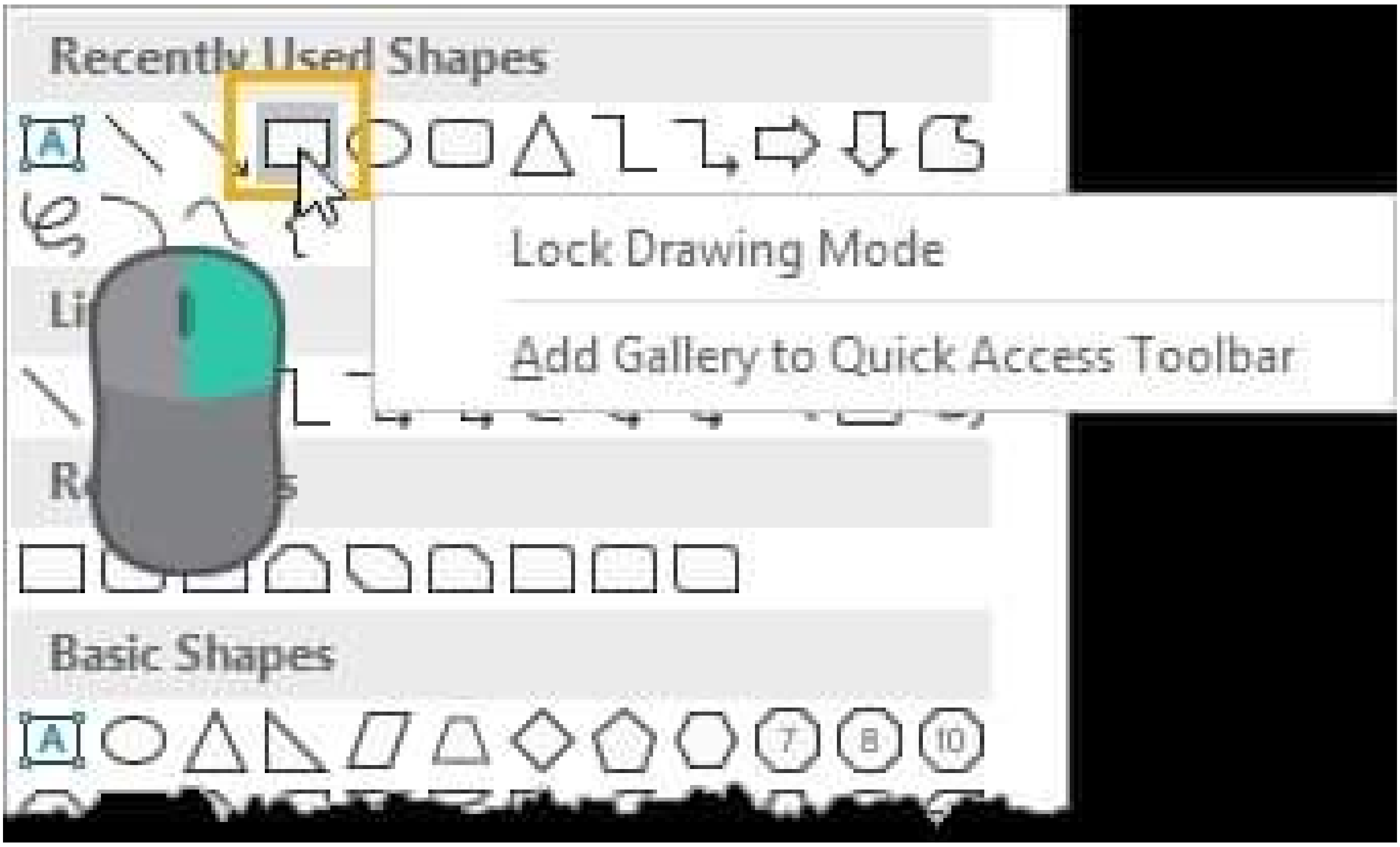
A
B
C
D
E
F
1
2
3
4
5
6
7
Data
Data
Data
Data
Data
Other Data
Other Data
Other Data
Other Data
Other Data
Other Data
Other Data
E2:E6
Other Data
Other Data
Shift
+

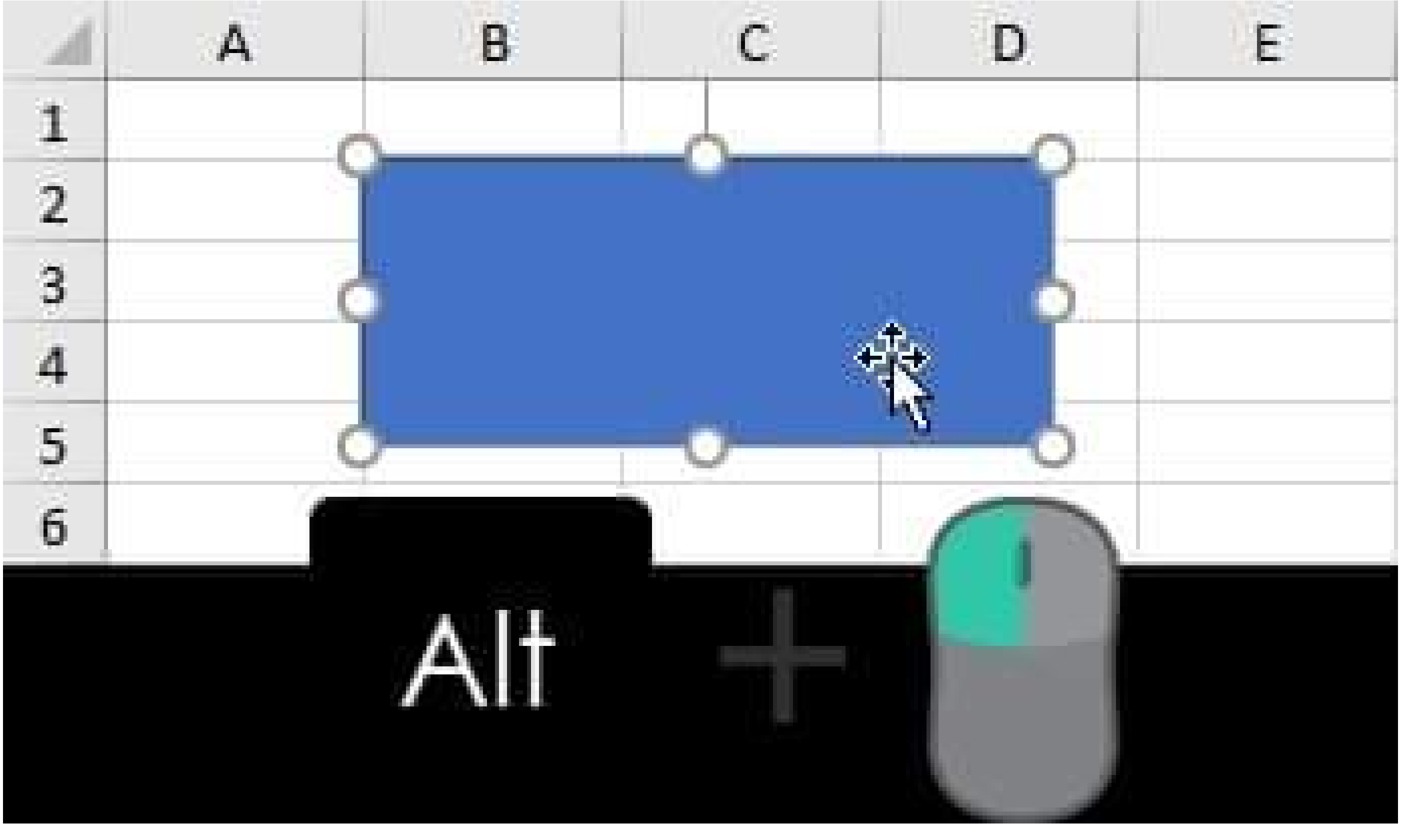

A
B
C
D
E
1
2
3
4
5
6
7
Data
Data
Data
Data
Data
Move Here
Copy Here
Copy Here as Values Only
Copy Here as Formats Only
Link Here
Create Hyperlink Here
Shift Down and Copy
Shift Right and Copy
Shift Down and Move
Shift Right and Move
Cancel


Hold Ctrl while selecting arguments to avoid typing commas
Ctrl
A
B
C
D
E
20
1536
589
9265
207
659
700
249
1017
146
=sum(A2,A3,A5,A7:A9

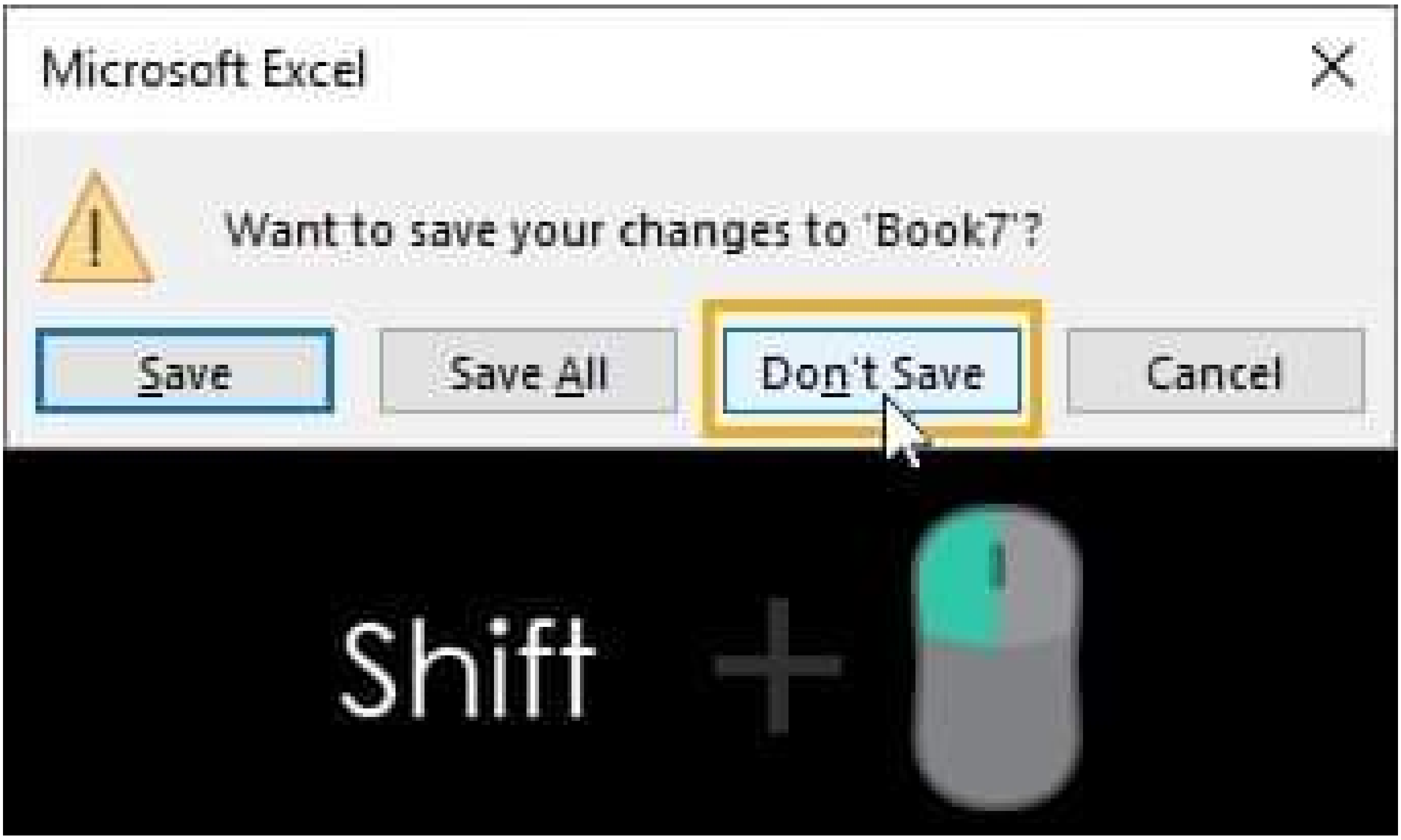

A
B
C
D
E
1
2
3
4
5
6
7
8
Date
Sales
Tax
2018-01-01
$35.00
$4.55
2018-01-02
$191.00
$24.83
2018-01-03
$498.00
2018-01-04
$665.00
2018-01-05
$78.00
x 2

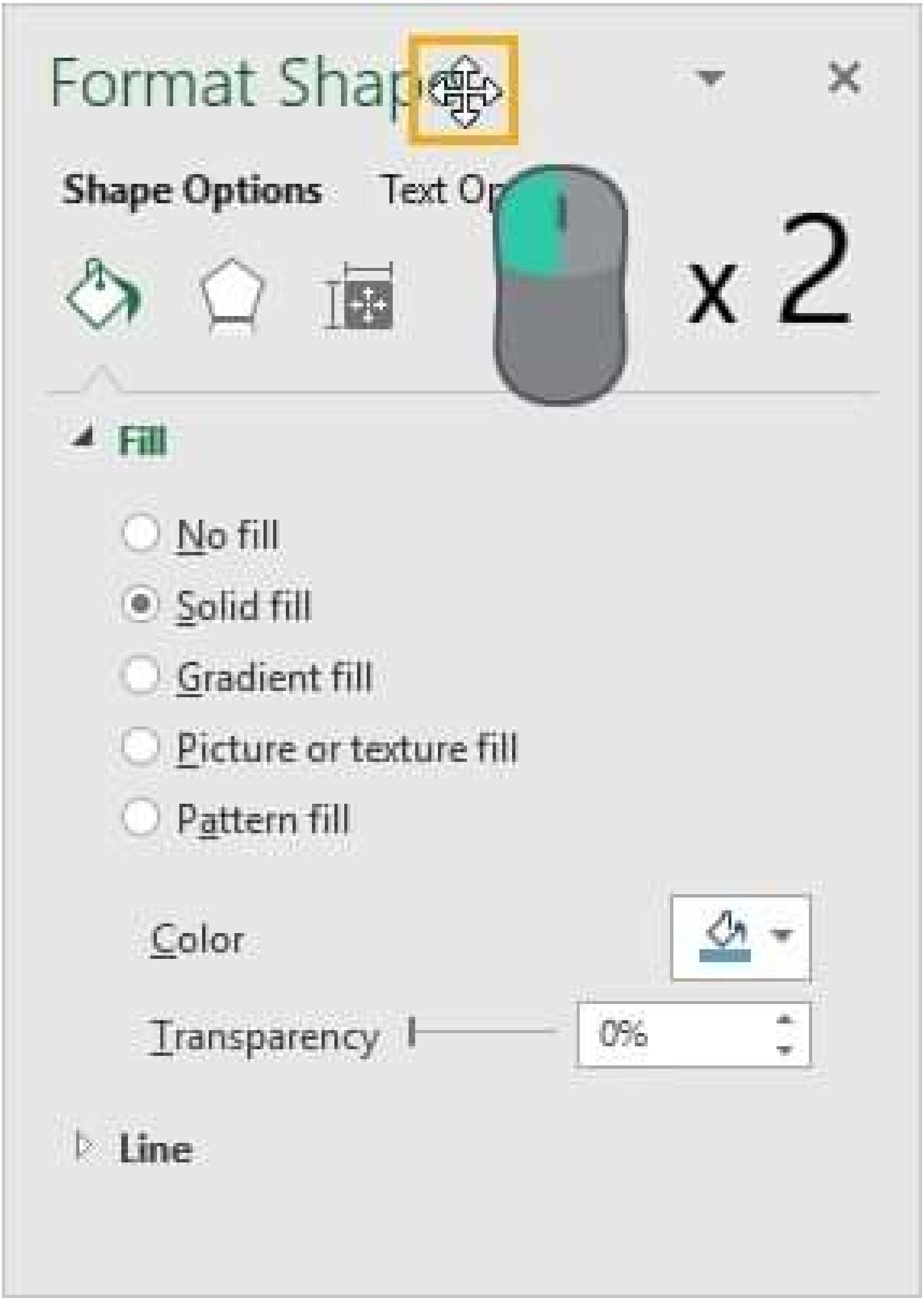

=VLOOKUP(A1,B10:C17,2,FALSE)

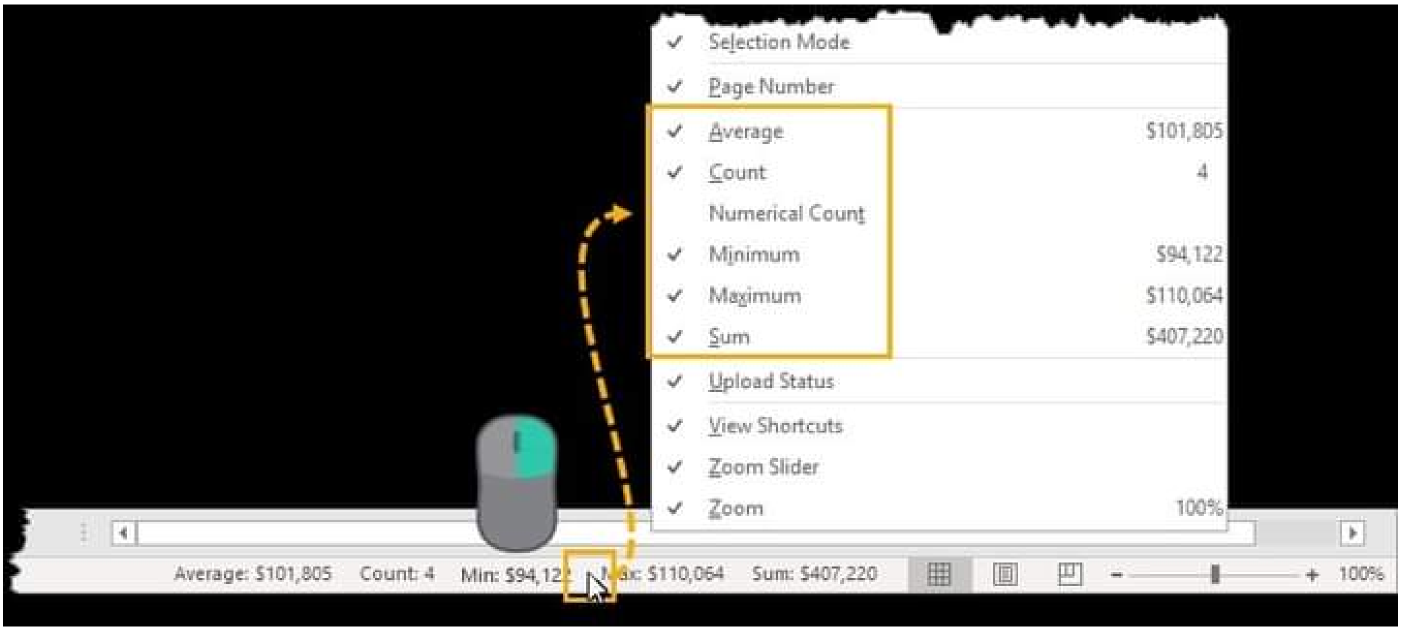

Recently Used Shapes
Lock Drawing Mode
Add Gallery to Quick Access Toolbar
Basic Shapes


A
B
C
D
E
1
2
3
4
5
6
Alt
+

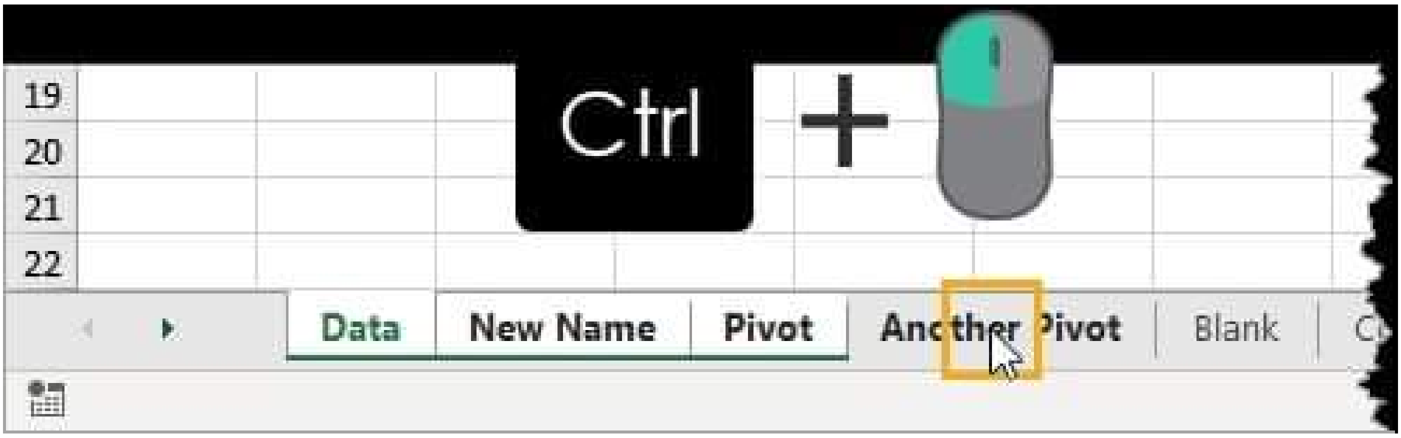

John MacDougall
Share
ments
Shift
Clear
Filter
Find &
Select
Editing


Microsoft Excel
Want to save your changes to 'Book7'?
Save
Save All
Don't Save
Cancel
Shift +

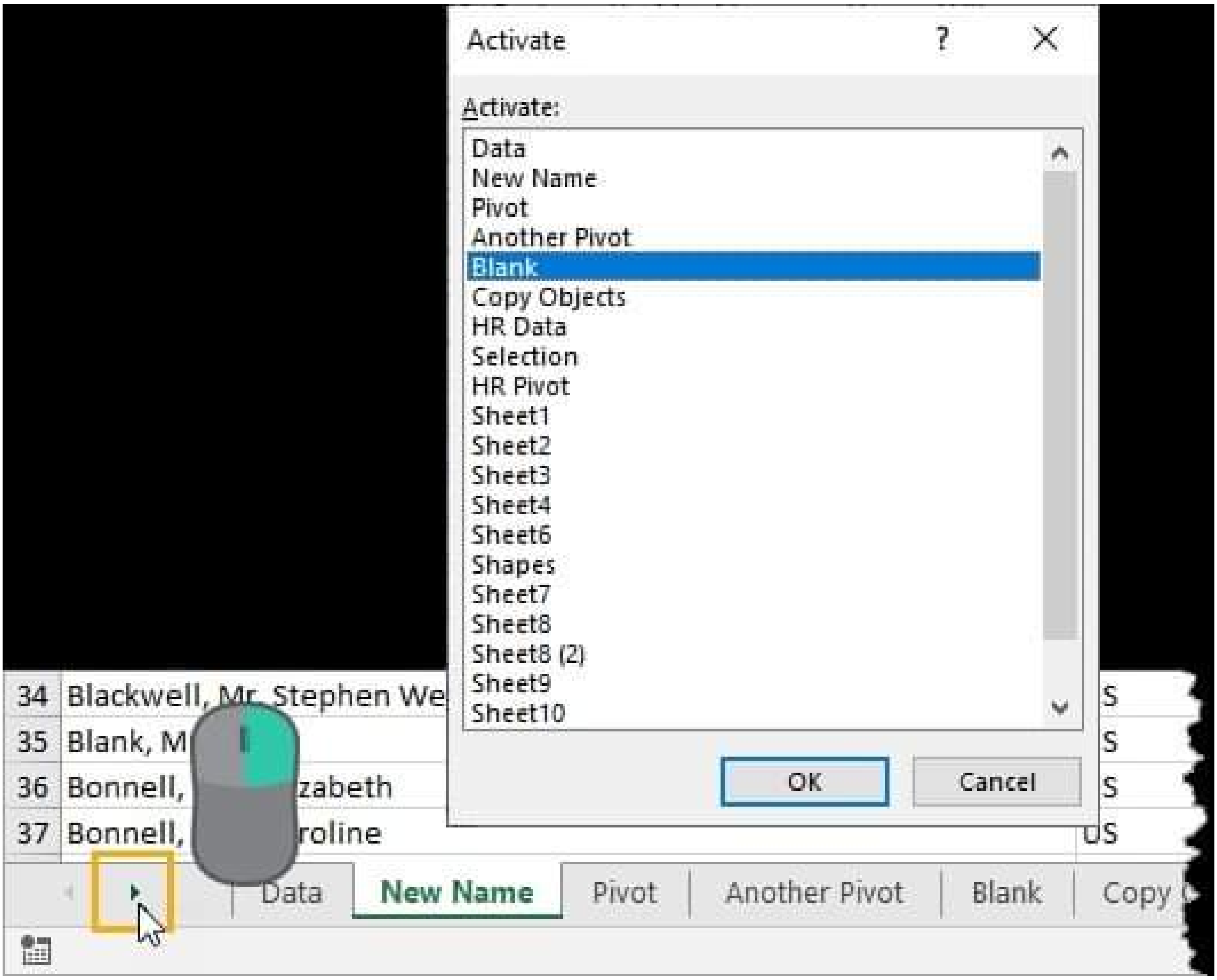

Format Shap
Shape Options
Text Op
x 2
Fill
No fill
Solid fill
Gradient fill
Picture or texture fill
Pattern fill
Color
Transparency
0%
Line



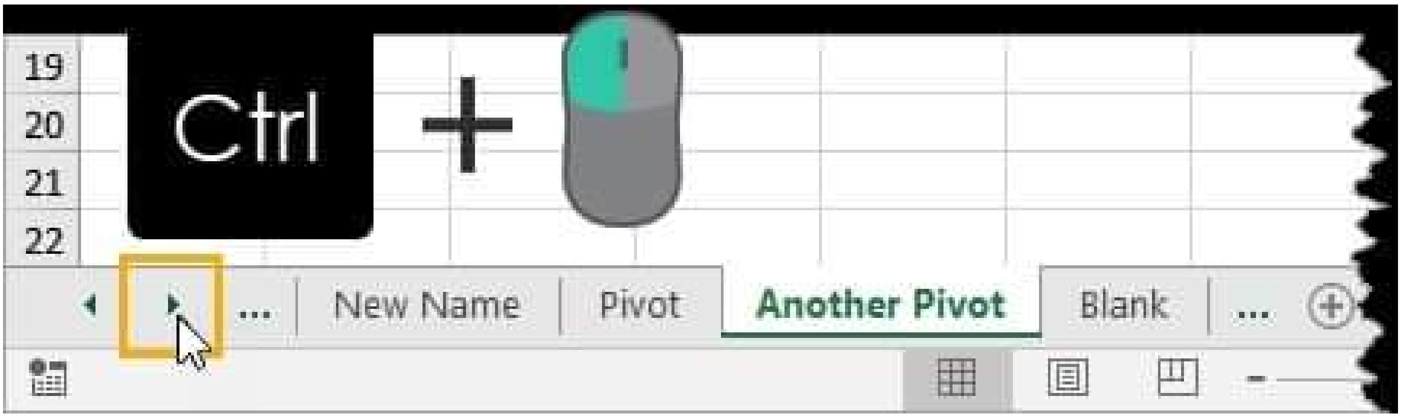
Selection Mode
Page Number
Average $101,805
Count 4
Numerical Count
Minimum $94,122
Maximum $110,064
Sum $407,220
Upload Status
View Shortcuts
Zoom Slider
Zoom 100%
Average: $101,805 Count: 4 Min: $94,122 Max: $110,064 Sum: $407,220 100%

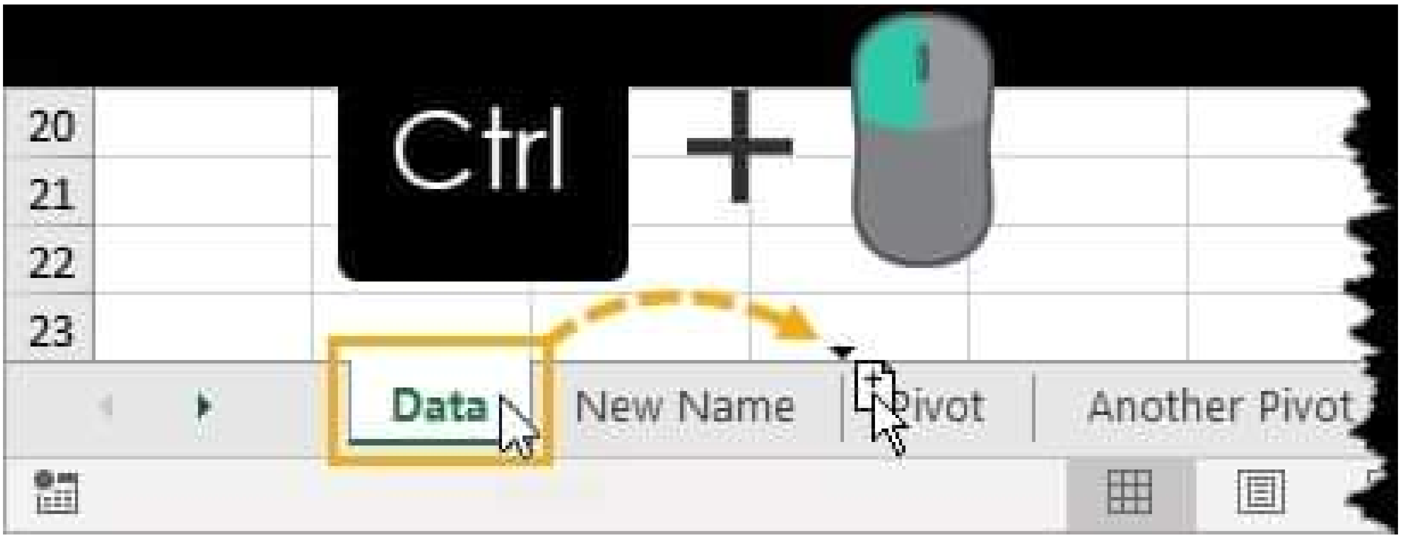


19
20
21
22
Ctrl
Data
New Name
Pivot
Another Pivot
Blank

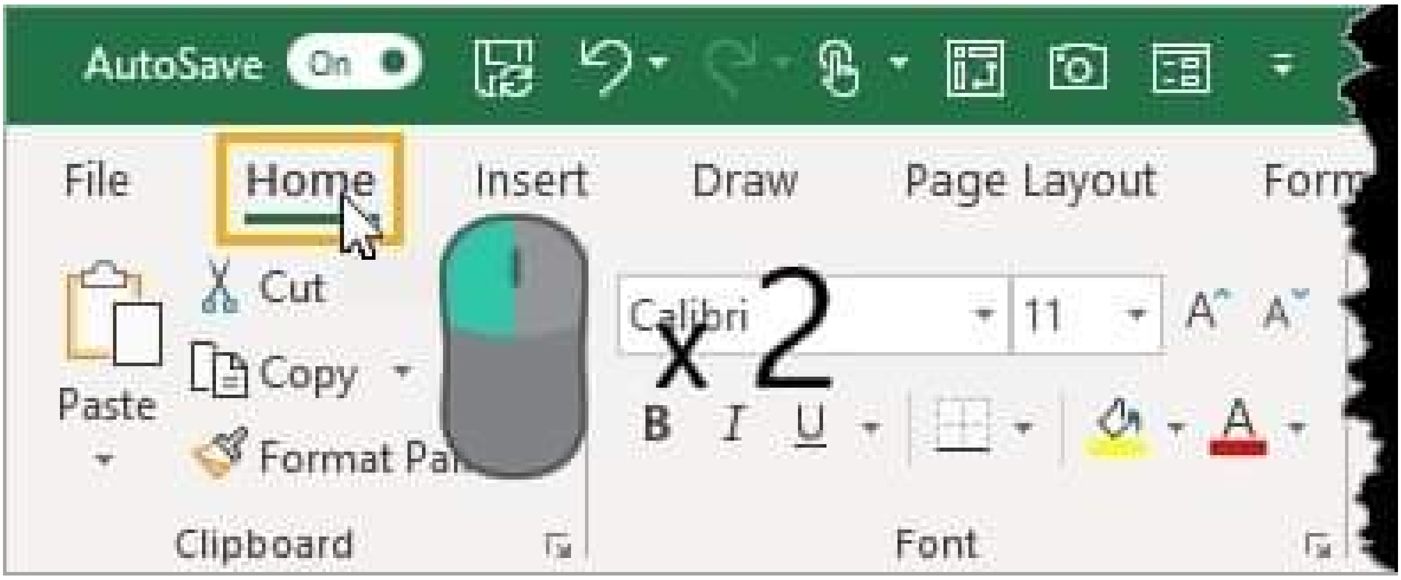

Activate
?
Activate:
Data
New Name
Pivot
Another Pivot
Blank
Copy Objects
HR Data
Selection
HR Pivot
Sheet1
Sheet2
Sheet3
Sheet4
Sheet6
Shapes
Sheet7
Sheet8
Sheet8 (2)
Sheet9
Sheet10
OK
Cancel
34 Blackwell, Mr. Stephen We
35 Blank, M
36 Bonnell,
zabeth
37 Bonnell,
roline
US
Data
New Name
Pivot
Another Pivot
Blank
Copy

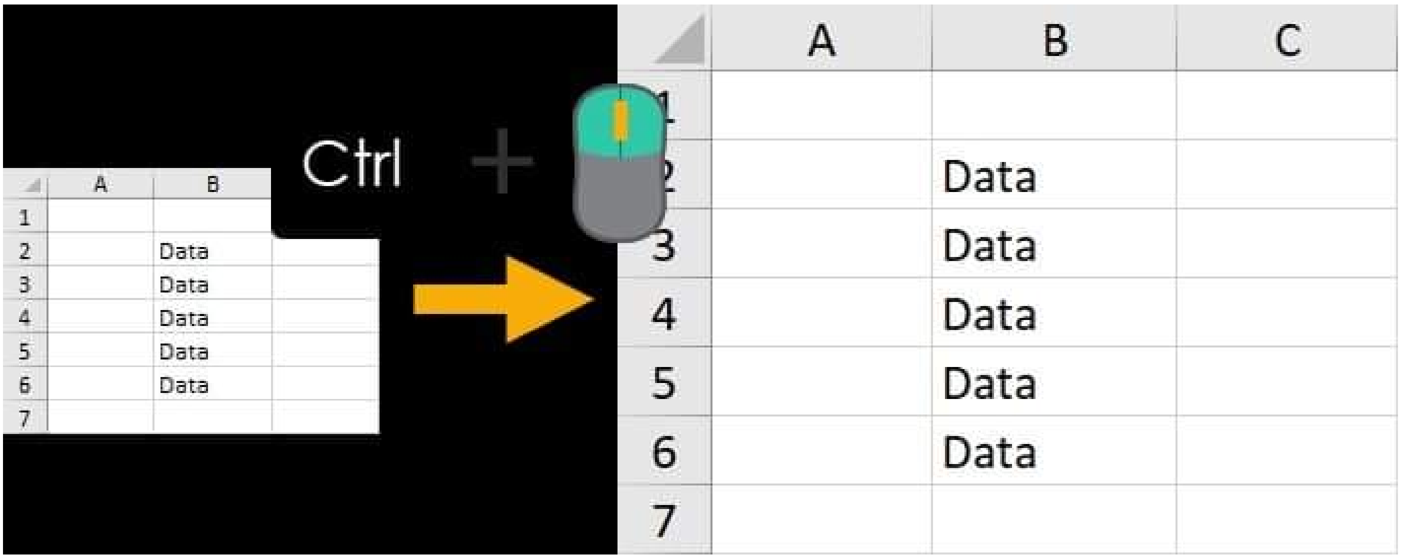

19
20
21
22
...
New Name
Pivot
Another Pivot
Blank
...

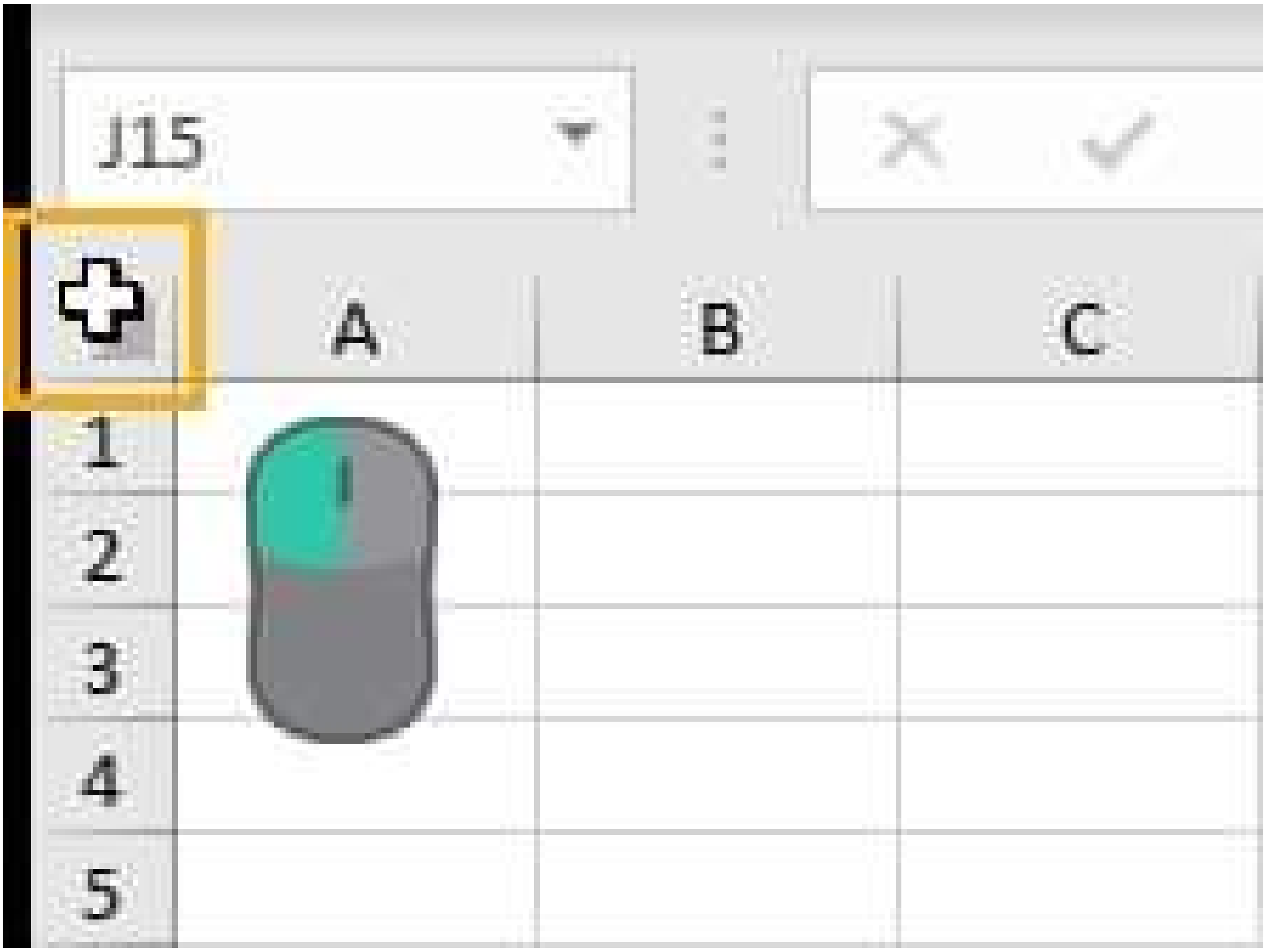

Ctrl
+
19
20
21
22
...
New Name
Pivot
Another Pivot
Blank
...

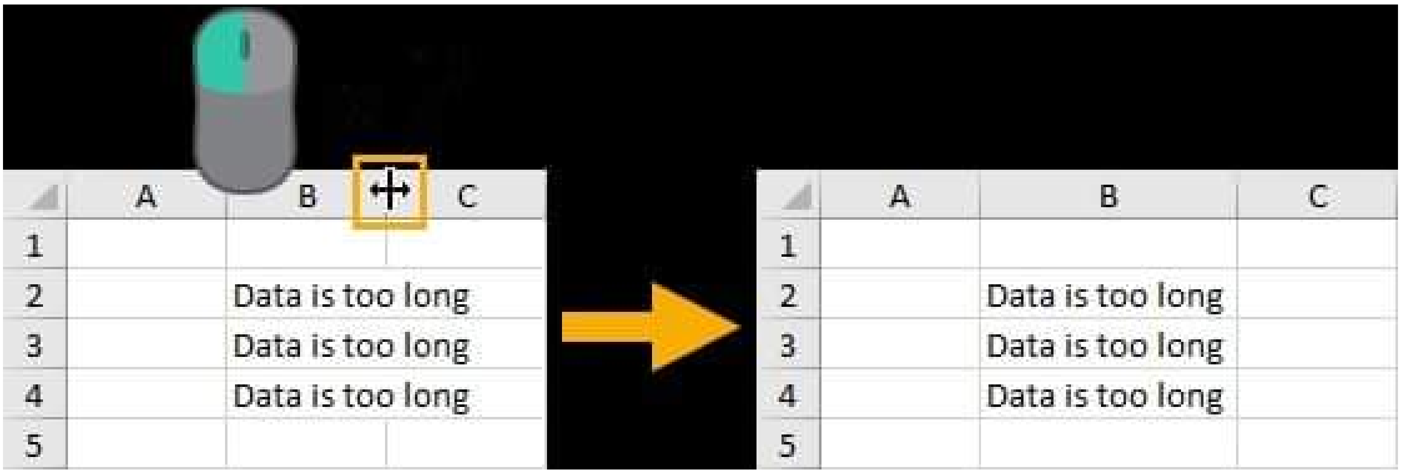


Ctrl
20
21
22
23
Data
New Name
Pivot
Another Pivot

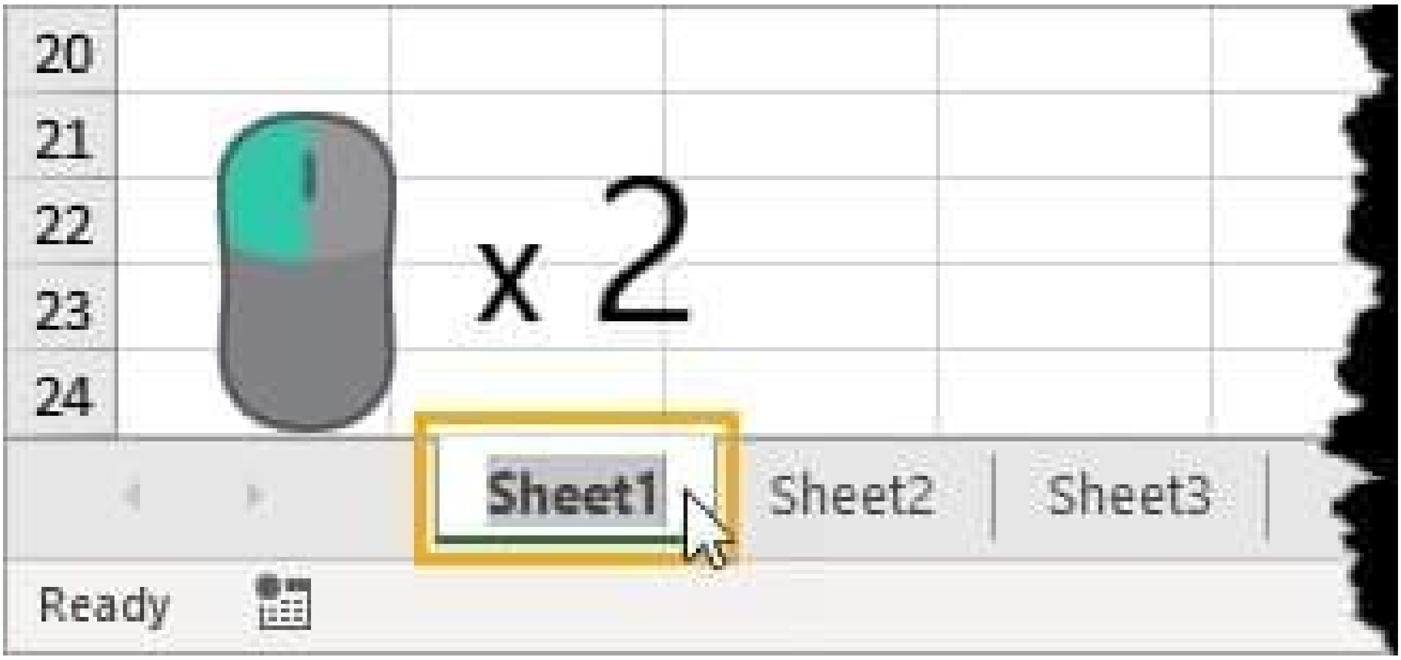

AutoSave
On
File
Home
Insert
Draw
Page Layout
Cut
Copy
Paste
Clipboard
Calibri
11
x 2
B
I
U
Font

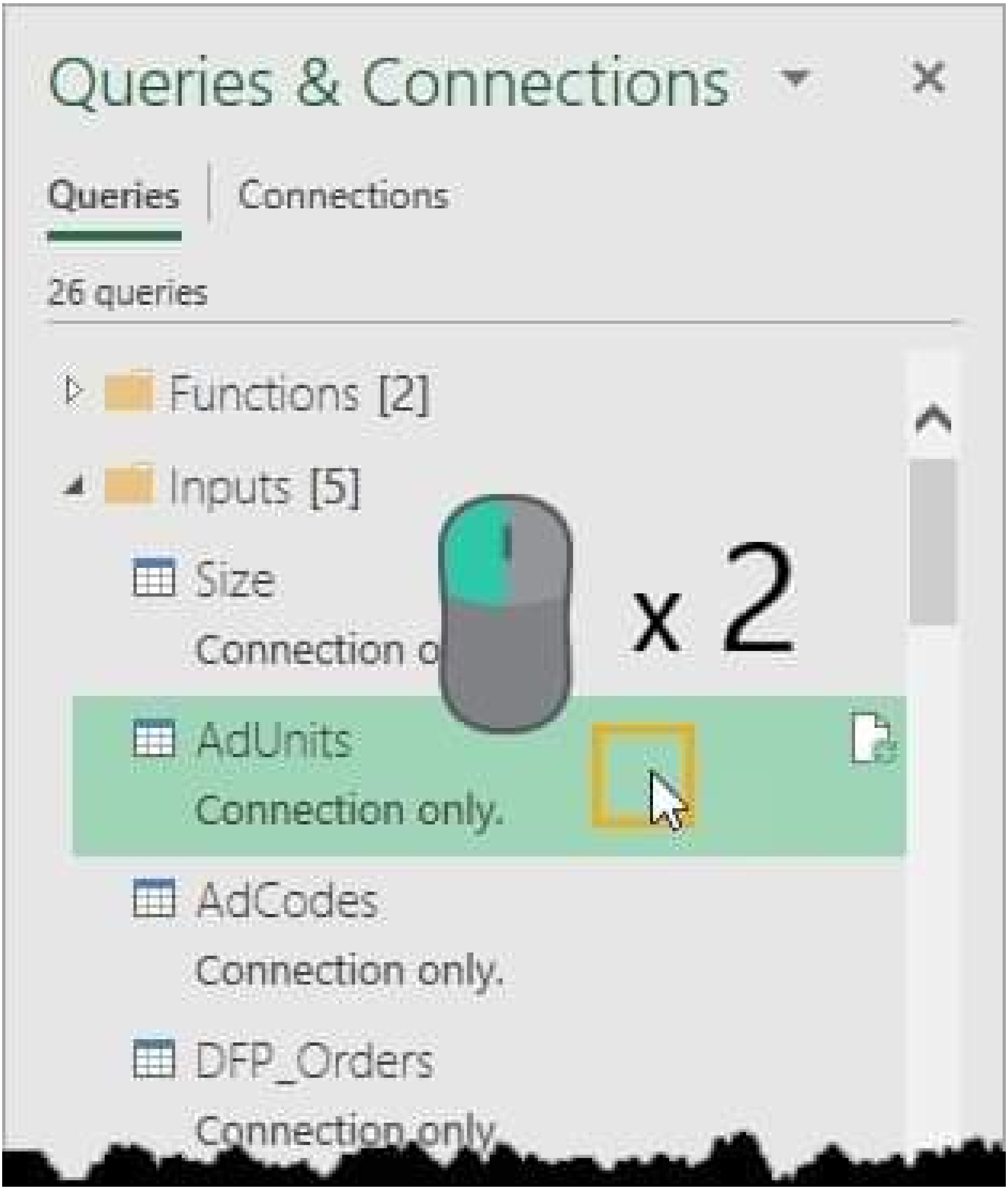

Ctrl
A
B
1
2
Data
3
Data
4
Data
5
Data
6
Data
7
A
B
C
1
2
Data
3
Data
4
Data
5
Data
6
Data
7

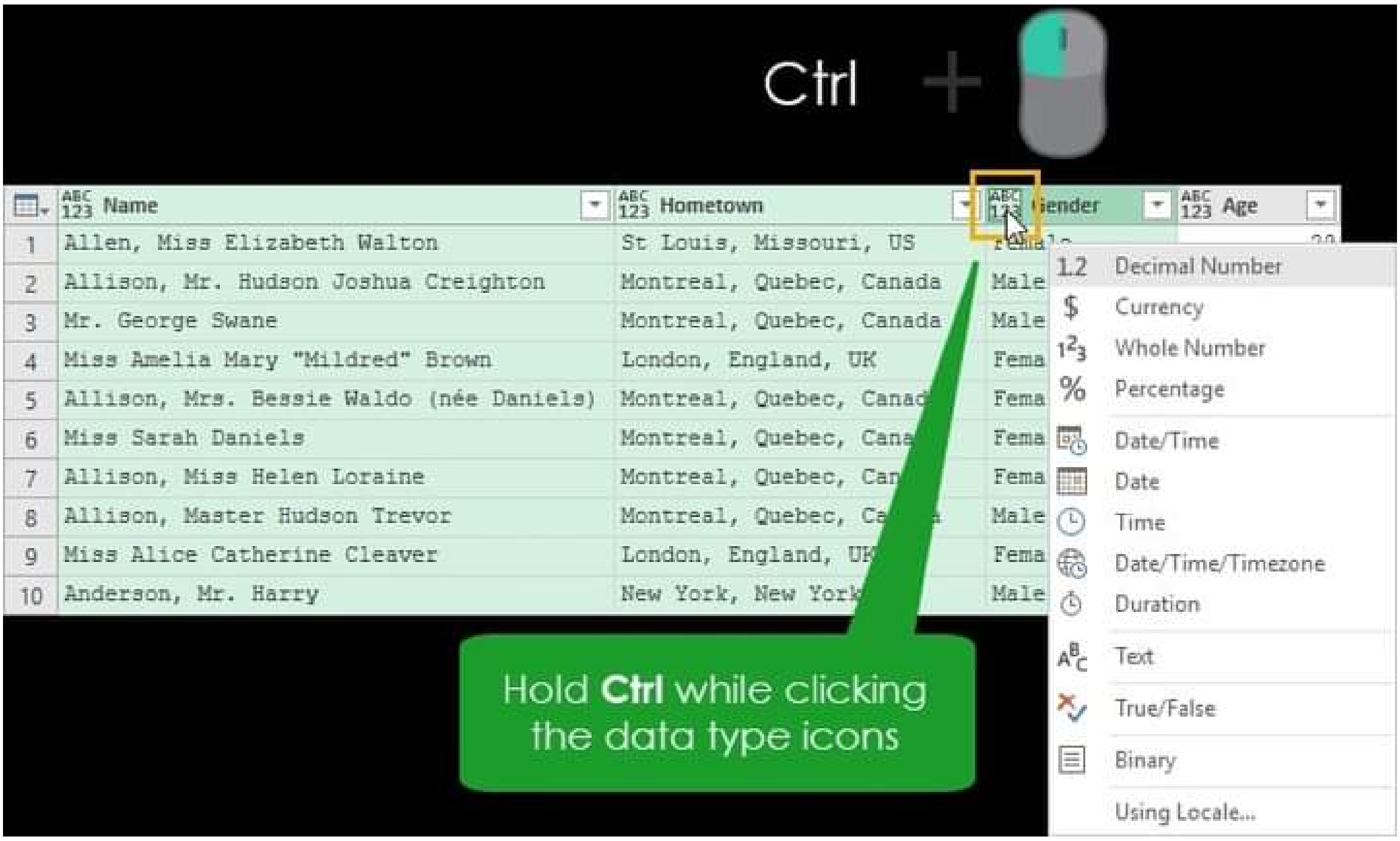

J15
A
B
C
1
2
3
4
5

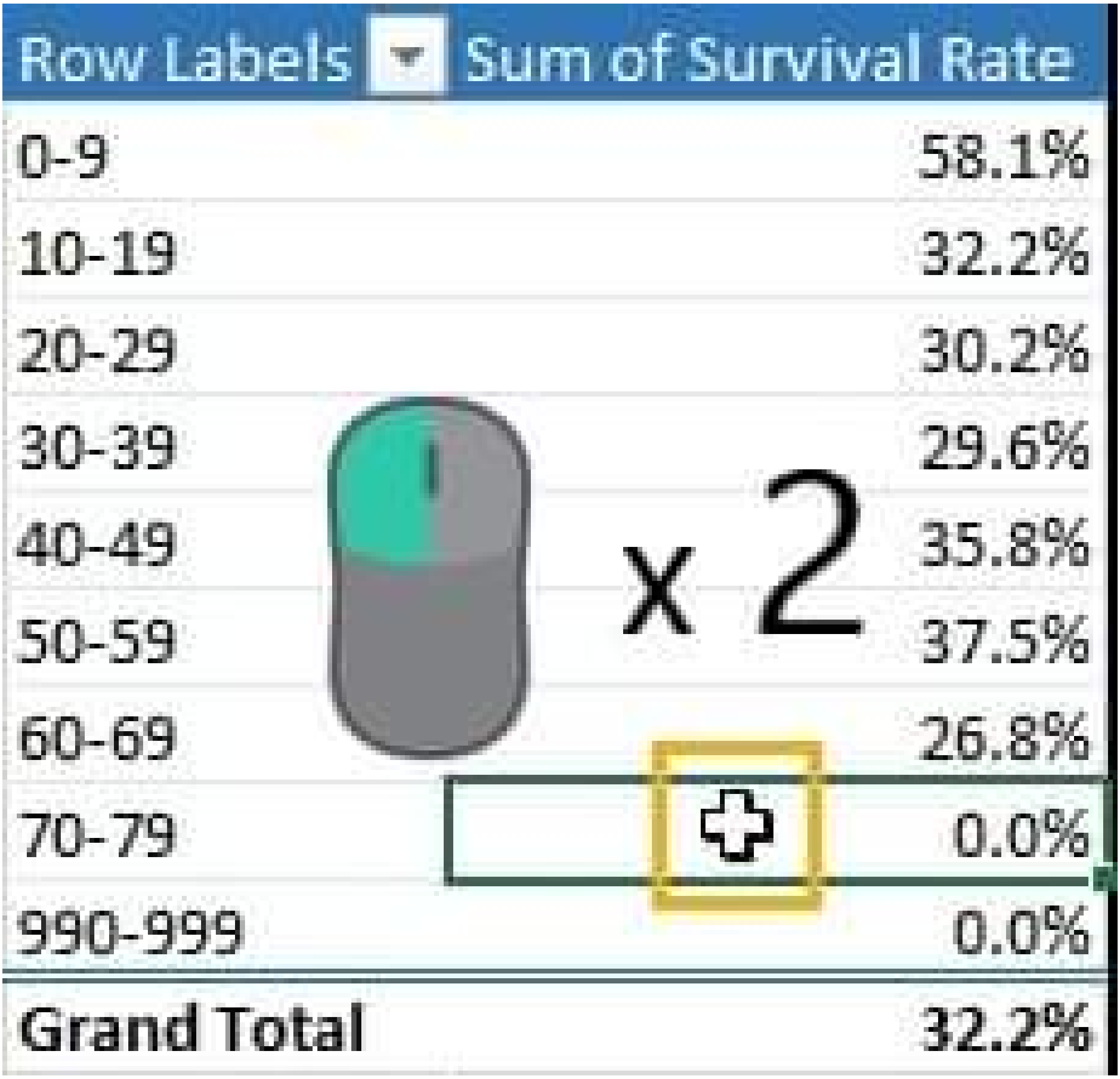


A
B
C
1
2
3
4
5
Data is too long
Data is too long
Data is too long
A
B
C
1
2
3
4
5
Data is too long
Data is too long
Data is too long

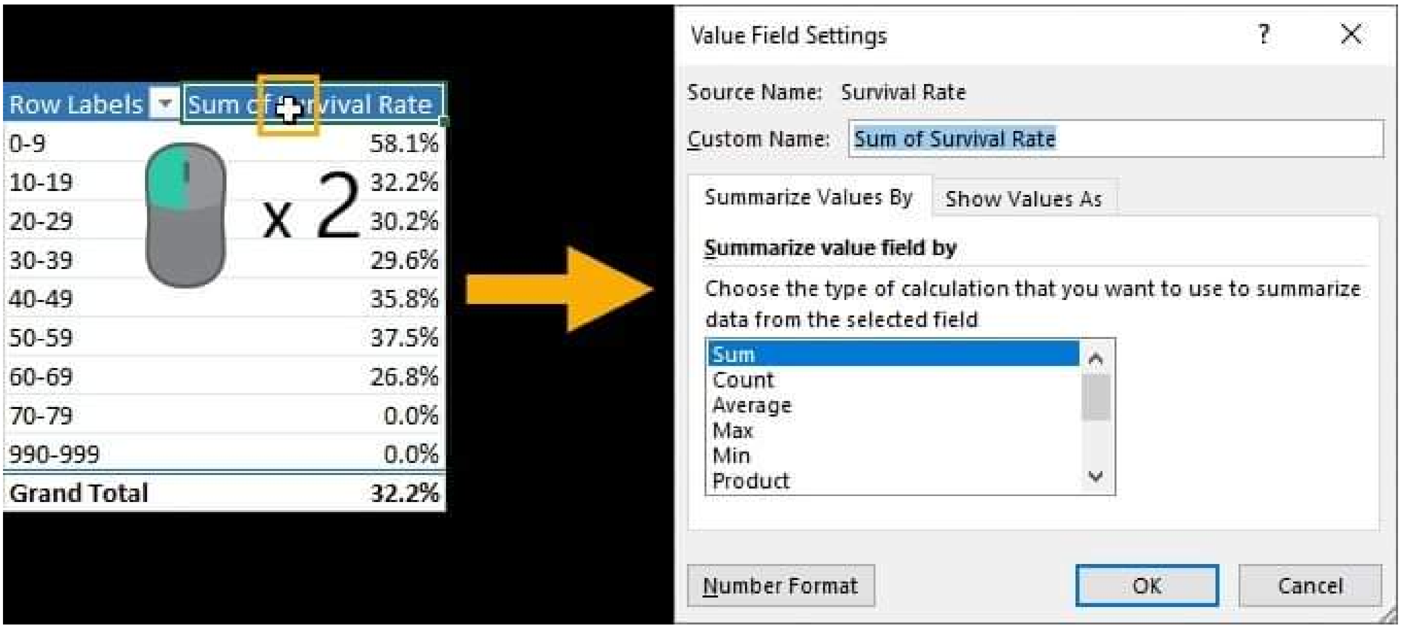

20
21
22
23
24
x 2
Sheet1
Sheet2
Sheet3
Ready

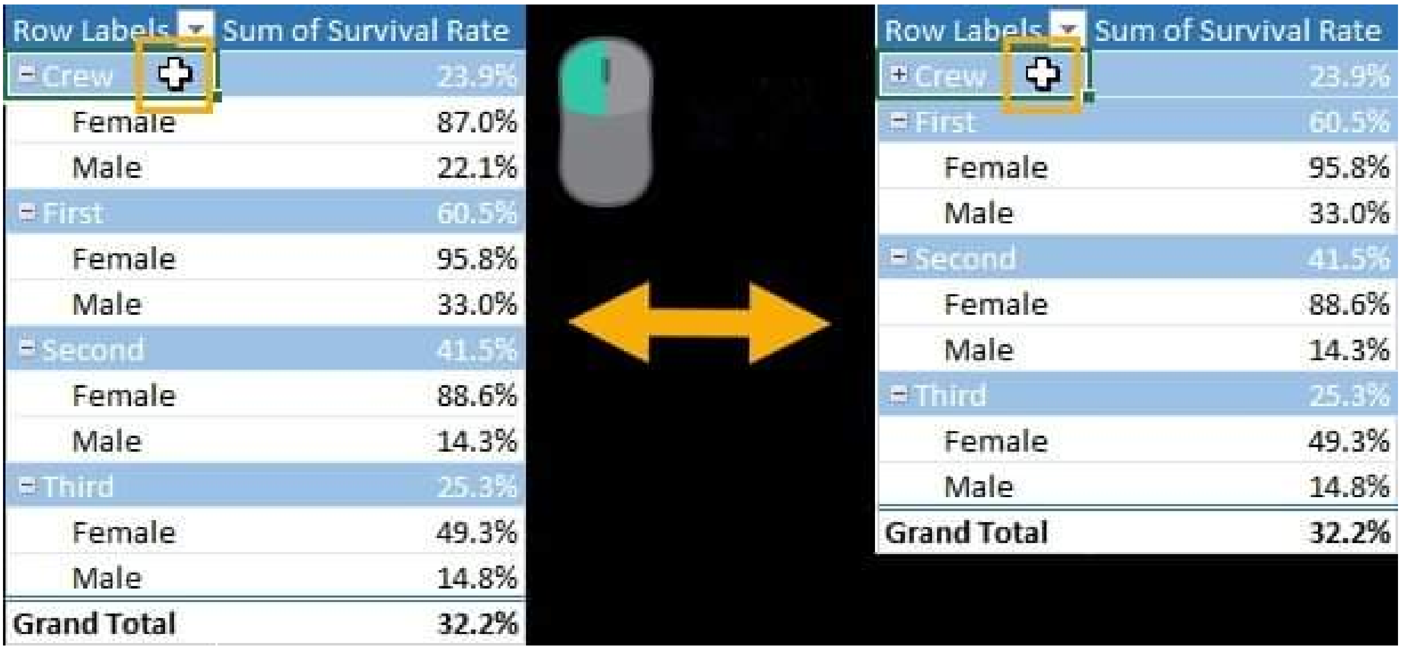

Queries & Connections
Queries
Connections
26 queries
Functions [2]
Inputs [5]
Size
AdUnits
Connection only.
AdCodes
Connection only.
DFP_Orders
x 2


Ctrl
Name
Hometown
Gender
Age
Allen, Miss Elizabeth Walton
St Louis, Missouri, US
Allison, Mr. Hudson Joshua Creighton
Montreal, Quebec, Canada
Male
Mr. George Swane
Montreal, Quebec, Canada
Male
Miss Amelia Mary "Mildred" Brown
London, England, UK
Allison, Mrs. Bessie Waldo (née Daniels)
Miss Sarah Daniels
Allison, Miss Helen Loraine
Allison, Master Hudson Trevor
Male
Miss Alice Catherine Cleaver
Anderson, Mr. Harry
Male
Decimal Number
Currency
Whole Number
Percentage
Date/Time
Date
Time
Date/Time/Timezone
Duration
Text
True/False
Binary
Using Locale...
Hold Ctrl while clicking the data type icons



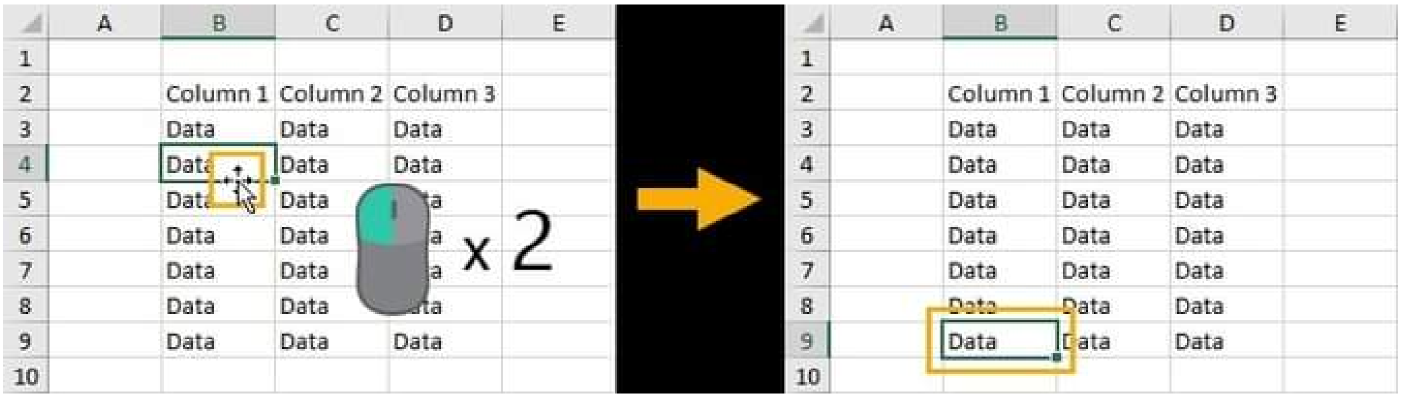
Row Labels	Sum of Survival Rate
0-9	58.1%
10-19	32.2%
20-29	30.2%
30-39	29.6%
40-49	35.8%
50-59	37.5%
60-69	26.8%
70-79	0.0%
990-999	0.0%
Grand Total	**32.2%**

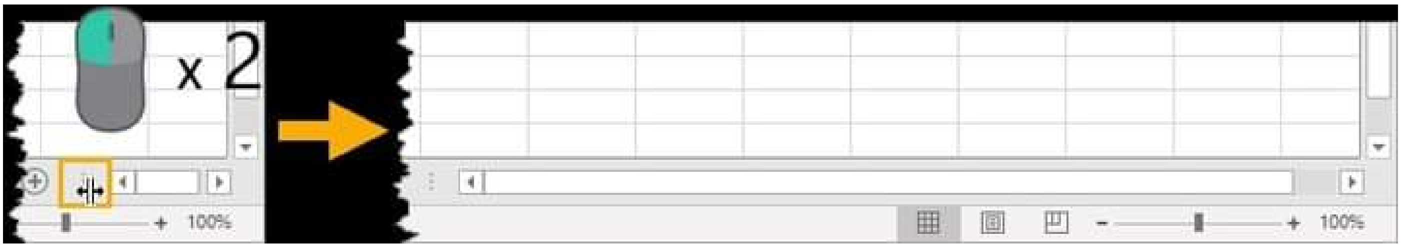

Row Labels
Sum of Survival Rate
0-9 58.1%
10-19 32.2%
20-29 30.2%
30-39 29.6%
40-49 35.8%
50-59 37.5%
60-69 26.8%
70-79 0.0%
990-999 0.0%
Grand Total 32.2%
x 2
Value Field Settings
Source Name: Survival Rate
Custom Name: Sum of Survival Rate
Summarize Values By
Show Values As
Summarize value field by
Choose the type of calculation that you want to use to summarize data from the selected field
Sum
Count
Average
Max
Min
Product
Number Format
OK
Cancel

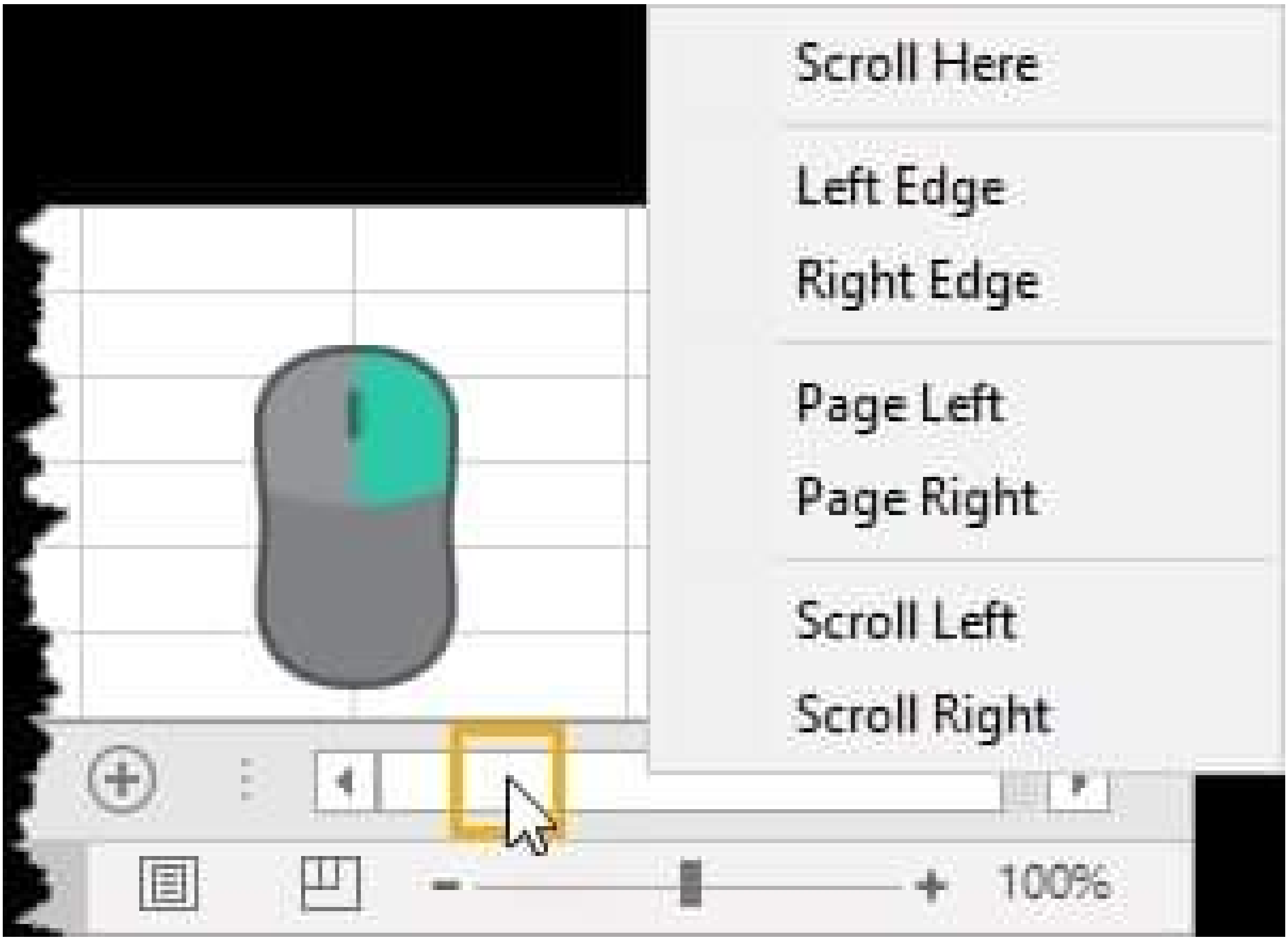


Row Labels	Sum of Survival Rate
Crew	23.9%
Female	87.0%
Male	22.1%
First	60.5%
Female	95.8%
Male	33.0%
Second	41.5%
Female	88.6%
Male	14.3%
Third	25.3%
Female	49.3%
Male	14.8%
Grand Total	32.2%

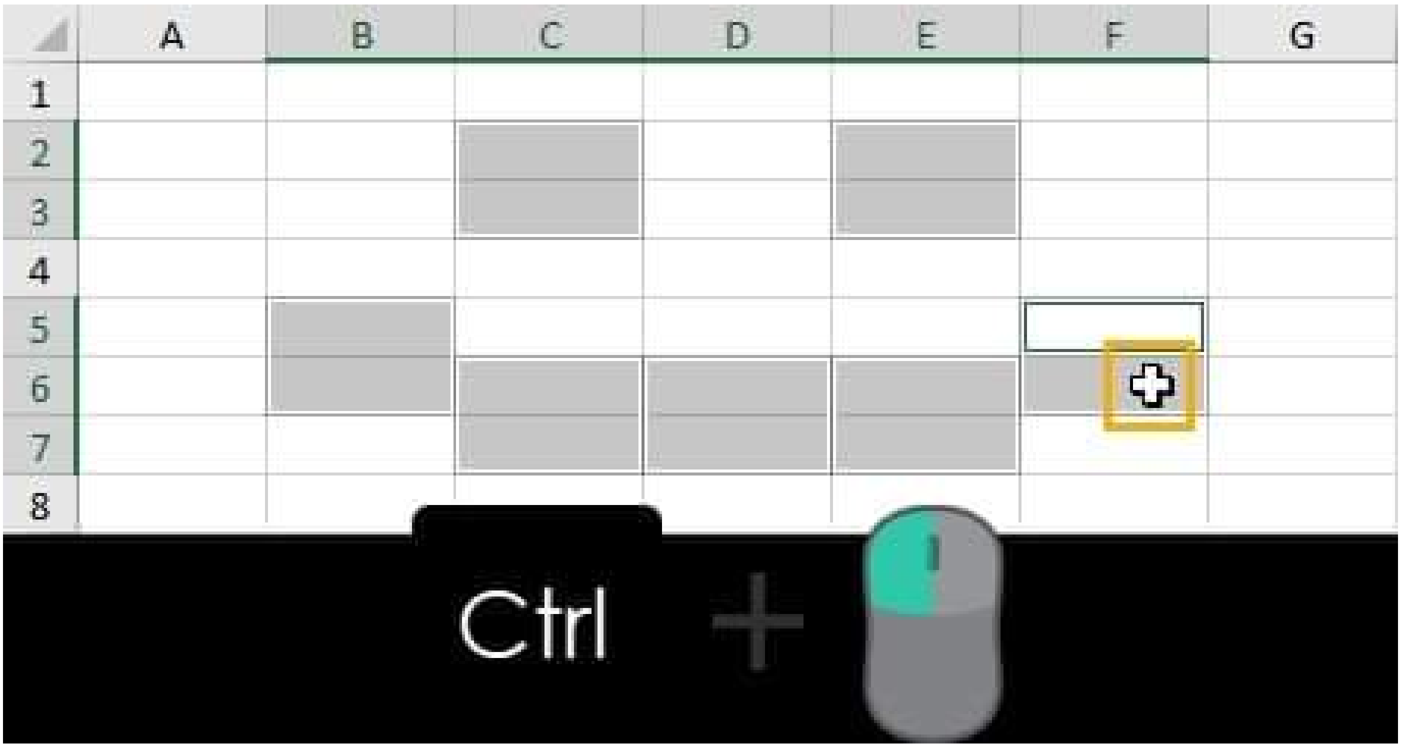
Row Labels	Sum of Survival Rate
Crew	23.9%
First	60.5%
Female	95.8%
Male	33.0%
Second	41.5%
Female	88.6%
Male	14.3%
Third	25.3%
Female	49.3%
Male	14.8%
Grand Total	32.2%

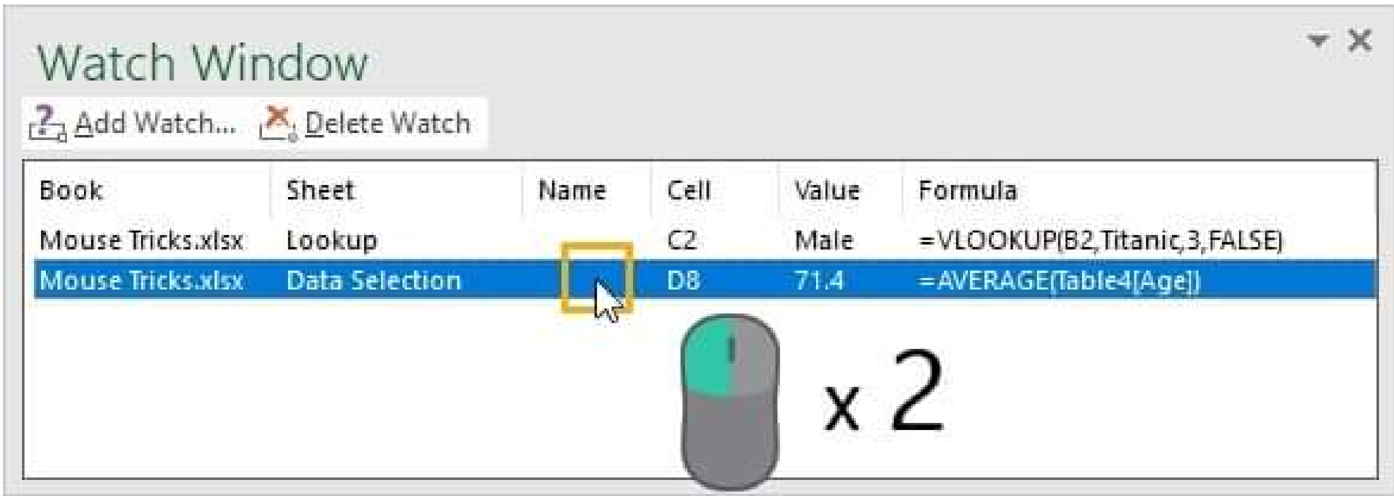

A
B
C
D
E
1
2
3
4
5
6
7
8
9
10
Column 1
Column 2
Column 3
Data
x 2

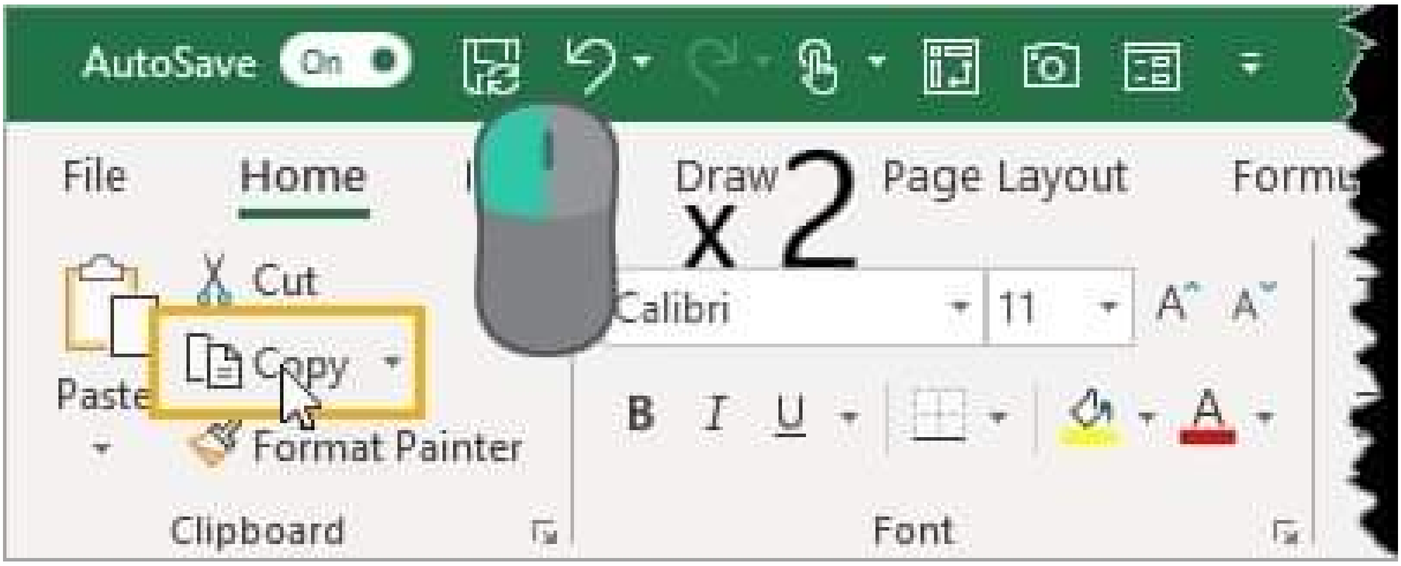

x 2
100%
100%


Scroll Here
Left Edge
Right Edge
Page Left
Page Right
Scroll Left
Scroll Right
100%


Survival Rate
70.0%
60.0%
50.0%
40.0%
30.0%
20.0%
10.0%
0.0%
Crew
First
Second
Third
Total
x 2


A
B
C
D
E
F
G
1
2
3
4
5
6
7
8
Ctrl
+


Watch Window
Add Watch...
Delete Watch
Book
Sheet
Name
Cell
Value
Formula
Mouse Tricks.xlsx
Lookup
C2
Male
=VLOOKUP(B2,Titanic,3,FALSE)
Mouse Tricks.xlsx
Data Selection
D8
71.4
=AVERAGE(Table4[Age])
x 2


AutoSave
On
File
Home
Draw
Page Layout
x 2
Cut
Copy
Paste
Format Painter
Calibri
11
Clipboard
Font

37 Awesome Excel Mouse Tips & Tricks You Should Know

There are a lot of great keyboard shortcuts in Excel that will save you time and are worth knowing.

While the keyboard is generally quicker, you shouldn't completely ignore the mouse.

There are also some great time saving mouse shortcuts as well.

For the ultimate in Excel efficiency, you should combine both keyboard and mouse.

In this post we'll take a look at some of the best Excel mouse time saving tips and tricks.

+92-3078162003